



## Tips for Finding Nonprofit Jobs

### Finding Nonprofit Jobs

*General career sites such as Indeed.com, GlassDoor.com, CareerBuilder.com, SimplyHired.com, and LinkedIn.com have nonprofit listings. However, you may want to use sites specifically focused upon the nonprofit sector. Several are listed below.*

**Idealist.org** is a nonprofit clearinghouse with a remarkably robust jobs board. Note that the Volunteer Resource Center can clue you in to volunteer opportunities, and volunteering can sometimes lead to a paid position.

<http://www.idealist.org>

**The Bridgespan Group** runs the online Nonprofit Jobs Center, which includes paid part-time and full-time jobs, plus unpaid board of director openings.

[http://www.bridgespan.org/Nonprofit\\_Jobs/Search\\_Jobs.aspx](http://www.bridgespan.org/Nonprofit_Jobs/Search_Jobs.aspx)

**Commongood Careers** contains a jobs board with nonprofit management positions. The Knowledge Center includes a helpful section entitled “Career Planning and Jobseeker Advice.”

<http://www.cgcareers.org>

The **Philanthropy Journal**, a leading news source in the nonprofit industry, includes a database of nonprofit jobs.

<http://www.philanthropyjournal.org>

**The Foundation Center**, a leading source of news and information about philanthropy, includes the Philanthropy News Digest Jobs Board, featuring openings at foundations and nonprofits.

<http://foundationcenter.org/pnd/jobs/>

**The NonProfit Times** is a trade publication for nonprofit managers, and its website “houses” the NonProfit Job Career Center. This website is also an excellent place to keep up with nonprofit industry news, including stories about who is hiring

<http://www.thenonprofittimes.com/jobs/>

**Orion Magazine Grassroots Jobsource** connects “green leaders” with jobs.

<http://jobs.oriongrassroots.org/>

**The Chronicle of Philanthropy** is the chief news source for the philanthropy world. Its Jobs page currently shows about 1,000 fundraising, executive, programming and administrative positions. The site's "New to the Nonprofit World" section is filled with news and expert advice for people without a nonprofit background.

<http://philanthropy.com/section/Jobs/224>

<http://philanthropy.com/section/New-to-the-Nonprofit-World/226>

**Global Charity Jobs** is a web-based recruitment service offering a comprehensive range of services to charities, universities, cultural institutions and UN agencies. The aim of Global Charity Jobs is to put nonprofit organizations in touch with prospective candidates, wherever they are based in the world.

[http://www.globalcharityjobs.com/Jobs\\_board](http://www.globalcharityjobs.com/Jobs_board)

**OneWorld** is an international NGO focused upon helping people worldwide to understand and act upon global problems through the use of innovative technologies. OneWorld has an excellent jobs board with listings from international NGO's.

<http://oneworld.org/jobs>

## **Researching Nonprofit Organizations**

*Before you interview for that perfect nonprofit job, you will want to learn as much as you can about the organization. A few research tools follow.*

**Better Business Bureau's Philanthropic Advisory Service** reports on major charitable organizations, including an overview, governance information, financial data, and ratings on compliance with ethical standards

<http://www.give.org>

**Foundation Center 990 Finder** makes available data from the IRS 990 form that American nonprofits are required to file with the U.S. Internal Revenue Service.

<http://foundationcenter.org/findfunders/990finder/>

**National Center for Charitable Statistics** provides a wealth of statistical data about the nonprofit sector in the United States including "quick facts and figures about the nonprofit sector," state nonprofit profiles, nonprofits by county, and studies of fundraising effectiveness. The NCCS database allows users to build custom reports using NCCS data.

<http://nccs.urban.org/>

**Library databases** provide articles in popular, scholarly, and trade publications. Check out Bailey Library's databases and especially note Academic Search Complete.

<http://www.hendrix.edu/baileylibrary/baileylibrary.aspx?id=1633>