



Non-Profit Job Search

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Steps for a Successful Job Search

Self-assessment

- **Interests:** What do you like to do? What do you find an enjoyable setting?
- **Skills:** Understand what you do well
- **Abilities:** What can you offer to an employer?
- **Preferences:** What do you want your job to “look like”?
- **Match:** Will you be a good fit for the position and the organization?

Three types of skills/strengths you have to offer

- Area of study skills
 - Skills you have learned because of your major and degree
 - Example: physical therapist, accountant, engineer, teacher, social worker, business manager
- Transferable Skills
 - Skills that are acquired through one’s quest in higher education and needed in all fields.
 - Example: written and oral communication, researching, analyzing, critiquing, problems solving
- Personal Characteristics
 - Example: adaptability, leadership, concern for people, reliability, enthusiasm, energy, commitment to key values, flexibility.

State a clear objective of what you want to do

- Don’t need to necessarily give a position or position title
- Employers are looking for someone whose
Goals = Match = Their Needs
- A clear objective equals a well-written resume and cover letter. Also helps to communicate confidence during the interview
- You will enjoy your work more if you get a position matching your goals, interests and skills

Define your criteria

Five things you need in a position for it to be satisfying

Some examples may be...

- | | |
|--------------------------|------------------------------------|
| --Fits with career goals | --Distance from home |
| --Training program | --Size of city |
| --Pay vs. cost of living | --Opportunity to go back to school |
| --Fit with co-workers | --Room to grow with company |
| --Setting/environment | |

Make sure your goal is Employer-Centered rather than Self-Centered

Not: *“An increasingly responsible management position that leads to career advancement with a large nonprofit organization.”*

But: *“A management position with responsibility for building a strong membership base that will more than double contributions within the next three years.”*

Research the Organizations in which you’re interested

Knowledge is power.

- Spend two-three weeks gathering useful information before applying for jobs
- Know the salary range of jobs in which you’re interested
- Research using websites and printed material plus talking to people on the phone or through e-mail
- Talk to people who are involved with non-profit organizations—from board members to full-time staff and volunteers

Identify sources for job openings

- Internet
 - Career Services Center: www.marquette.edu/csc
 - Nonprofit page: www.marquette.edu/csc/web/students/nonprofit.html
 - Riley Guide nonprofit page: www.rileyguide.com/nonprof.html
 - Access-Networking in the Public Interest: www.accessjobs.org
 - Guidestar -The national database of nonprofits: www.guidestar.org/
- Field specific Job Listings
 - Many jobs listed, nationwide
 - Use professional association websites
 - Go to favorite search engine
 - Type “your field” jobs or “your field associations” (such as advocacy groups or community development associations)
- Relocating to...
 - Pick a city or region, search the web for...
 - Newspapers
 - Chambers of Commerce
 - Listings of organizations that hire professionals in your field
 - Reference USA (link from Career Services Center website)
 - Yellow Pages: <http://www.yellowpages.com>
- Relocation Resources
 - Salary Calculator: <http://www.homefair.com/calc/salcalc.html>
 - Housing: <http://www.springstreet.com/apartments/>
 - City Reports: <http://money.cnn.com/best/bplive/>

Set goals and time commitments

Finding a job is a full-time job. It takes between three to six months of ACTIVE job searching to find a position. Set weekly goals for working on your job search. Schedule three-five hours per week. Plan to spend an afternoon in the Career Services Center to conduct research and to keep motivated.

- Some goals may be...
 - Send "cold letters" to former clinical sites that you enjoyed
 - Create a list of contacts in areas to which you are interested in relocating
 - Send a cold letter and resume
 - Each Friday, check the websites that you have identified as helpful
 - Spend time each weekend responding to any new position openings

Write resume and cover letters that grab the attention of employers

- Resume tells who you are.
- Resume tells what you can do for an employer.

Conduct Informational Interviews

- Ask the following type of questions
 - What do you do all day?
 - What do you like about your job?
 - What do you dislike about your job.
 - What is your background and how did you get into your field/position?
 - What do you suggest to make my qualifications more viable?
 - Do you know a couple more people I can talk with?

The nonprofit sector tends to be a highly networked community; one of the best ways to find quality jobs is through networking. Many jobs are never advertised.

Four Stages of the Job Search

- Organizations are always looking for top employees
- Employers often do not know someone is leaving but friends or staff do
- Employer know and advertise positions internally first
- Employer advertises through the newspaper, field publications or on the internet

Narrow your focus to certain organizations and employers

Don't send 100 letters

Focus on 20 employers, key organizations that interest you

Spend several hours researching each organization

Spend several hours:

- Networking for information, advice and referrals.
- Developing resumes and cover letters and delivering them to the appropriate hiring personnel
- Following up with letters, phone calls, faxes and e-mails.

Write lots of letters, make numerous follow-up phone calls and learn to communicate effectively by fax and e-mail.

Communication lies at the heart of any successful job search.

- You need to convince employers that you have the necessary skills and talents to make a positive contribution to their operation.

Offer a positive personality—come across as a thoughtful, likeable person.

Develop effective interview skills

If an interviewer were to ask one question, would you be ready?

“Why Should I Hire You?”

- Different types of interview:
 - Telephone screening
 - Second interview or organization interview
 - Panel interviews
- The best way to be prepared is to anticipate the questions
- At the interviews – make a good impression verbally and non-verbally

Follow up within five working days

- Call to see if the organization has received your resume.
- Ask when you can expect to hear from them.
- In two weeks, if you have not heard, make another call; ask when you might anticipate hearing from them.
- Keep your name in front of the employer without being pushy—be interested, friendly, enthusiastic and competent

Start Out on the right foot by “doing the right thing” with your new boss

- Send thank you letters.
 - Express genuine appreciation for employee trust in you
 - Reaffirm your commitment to the organization
 - Express enthusiasm for the job and that you are more convinced that you are an excellent match for both the position and the organization

Employers look for on-the-job performance

10 Common Mistakes that Job Seekers Make

- 1) Don't know what they want to do
- 2) Don't take the initiative
- 3) Too few prospects
- 4) Not viewing employment from employer's perspective
- 5) Being too direct
- 6) Not targeting correct organizations
- 7) Approaching prospects impersonally
- 8) Having an unfocused resume
- 9) Overlooking selling points
- 10) Not following through

