



Job Search for Non Profit

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Steps for a Successful Job Search

Perform a self-assessment

Interests: What do you like to do? What do you find an enjoyable setting?

Skills: What do 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?

Know the three types of skills/strengths you have to offer

- Skills you have learned through your major and degree
Examples: physical therapist, accountant, engineer, teacher, social worker, business manager
—In these professions you tend to be trained in specifics
- Transferable Skills
Skills that are acquired through one's quest in higher education and the study of the arts and sciences. These skills are needed in all fields.
Example: written and oral communication skills; the ability to research, analyze, critique, problems solve
- Personal Characteristics
Example: adaptability, leadership, concern for people, reliability, enthusiasm, energy, commitment to key values, flexibility.

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

Write resume and cover letters that grab the attention of employers

- Resumes:
- Tell who you are
 - What you can do for an employer
 - What skills, strengths and abilities you have to offer
 - What accomplishments and successes you've had

State a clear objective of what you want to do

- Don't necessarily need to give a position or position title
- Employers are looking to hire a candidate whose **goals match the employer's 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

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."*

Know the Four Stages of the Job Search

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

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 talk to people on the phone or through e-mail

Conduct Informational Interviews

- Talk to people who are involved with non-profit organizations—from board members to full-time staff and volunteers
- Ask the following type of questions
 - What do you do in your position?
 - 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?
 - What position could I be hired for with my present qualifications?
 - Do you know two 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.

Identify sources for job openings

Internet Sites

Local:

- **211 Impact**
A comprehensive database of information on family, health, and human service resources in Milwaukee County with information on over 4,000 agencies and programs in the greater Milwaukee area. Please send an e-mail requesting the password to: career.services@marquette.edu
- **Career Services Center:** www.marquette.edu/csc
See nonprofit page for many job sites

Government:

- **Federal Government** website: www.usajobs.gov
Official website of U.S. Federal Government. List thousands of job openings. Best to Do a "Key Search."
- **Call to Serve:** <http://www.ourpublicservice.org/workforusa/workforusa.htm>
A Call to Serve is a national initiative designed to education a new generation about the Importance of a strong civil service, help re-establish links between federal agencies and campuses, and provide students with information about the unique dynamic opportunities that federal jobs provide.

Nonprofit Job Sites:

- **Riley Guide** nonprofit page www.rileyguide.com/nonprof.html
- **Guidestar** The national database of nonprofits: www.guidestar.org
- **One World** <http://us.oneworld.net/>
- **NGOs and the United Nations Department of Public Information**
<http://www.un.org/dpi/ngosection/brochure.htm>
- **Global Policy Forum** <http://www.globalpolicy.org/ngos/research.htm>

To develop your own list

--Reference USA <http://www.marquette.edu/csc/students/referenceusa.shtml>

Database of 13 million companies. Provides a list of companies or organizations plus some information about them based on industry and geographic area. (SIC code for Social Services and Welfare Organizations 832218; Nonprofit organizations 839998—call for password if an alum.)

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?

Pick a city or region, search the web for...

- Newspapers
- Chambers of Commerce
- Listings of organizations that hire professionals in your field
- 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
- Spend time each weekend responding to any new position openings

Narrow your focus to certain organizations and employers

Don't send 100 letters but rather 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?"

- Know what you have to offer and be ready to articulate your strengths, abilities and experience

Different types of interviews:

- 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

Ten common mistakes that job seekers make:

- Don't know what they want to do
- Don't take the initiative
- Too few prospects
- Not viewing employment from employer's perspective
- Being too direct
- Not targeting correct organizations
- Approaching prospects impersonally
- Having an unfocused resume
- Overlooking selling points
- Not following through