

# Nonprofit Career Guide

## Definition of Nonprofit Organizations

A nonprofit organization typically serves the general public through its mission and uses its surplus revenue to further achieve its mission. Some characteristics:

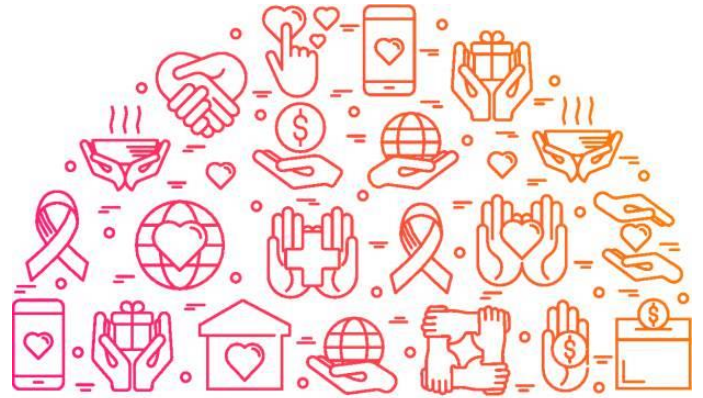
- 501(c) or 501(c)(3) organizations are not required to pay taxes; gifts received are tax deductible
- For purposes of: “religious, charitable, scientific, testing for public safety, literary, educational, or prevention of cruelty to children or animals”<sup>1</sup>
- Public Charities and Private Foundations
- Sample 501(c)(3) focus areas: arts, environment, health, education, human rights, youth work, religion, housing, disaster relief, human services
- 501(c)(4) Nonprofit organizations category for advocacy and lobbying
- Governed by a board of directors- individuals volunteer to govern the organization and ensure that it carries out its mission, vital in fundraising

## Values of Nonprofit Organizations:

- Mission driven
- Serve the public
- Volunteerism and altruism
- Flexibility and autonomy



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## Roles of Nonprofit Organizations:

- **Service providers** offer direct services. This can be in the form of education, medical care, counseling, and outreach. These include organizations such as schools and hospitals.
- **Support providers** offer assistance to other nonprofit organizations.
- **Funders** provide financial resources to nonprofits. They collect donations and raise funds for nonprofits.
- **Advocacy organizations** help to shape public policy dedicated towards a specific cause. They lobby and advocate for certain views.

## Overview of Nonprofit Industry for Job Seekers:

According to Johns Hopkins University, nonprofits (2019):

- Are a major economic force
- Have the third largest workforce
- Bring in a major income revenue
- Are a diverse sector
- Have higher average wages in certain fields
- Are a reliable contributor to job growth

<sup>1</sup> Cryer, S. (2008) The nonprofit career guide

# The Nonprofit Job Search

## Step 1- Before you begin:

- Know yourself
- Know the job opportunities
- Know the market

## Questions you may ask yourself:

- Is the nonprofit sector right for me?
- What is the ideal location for me? (region, country, etc.)
- What are my unique skills and talents that I can utilize in this industry?
- What work environment is best for me? (small, large, casual, formal)



## Step 2- Know the Types of Job Opportunities

Five broad categories of responsibility:

- **Senior Management** (includes executive director and associate director positions)
- **Programs and service delivery** (includes advocacy, counseling, direct social services, education and training and research and policy positions)
- **Administration, human resources, and finance** (includes accounting, finance, operations, clerical and data entry, human resources, volunteer coordination, information technology, sales, marketing and customer service positions)
- **Development and fundraising** (includes annual fund, grant writing and administration, major gifts, planning giving and special events positions)
- **Communications** (includes editing and writing publications, graphic design, marketing and advertising, media or public relations, and web design positions)

## Step 3- Know the Market

### Consider Salary Expectations

Years of Experience	Entry-Level	Mid-Level	Senior-Level
0-5 years	\$25,000-\$40,000	\$40,000-\$50,000	\$55,000-70,000
5-10 years	\$35,000-50,000	\$50,000-\$75,000	\$75,000-100,000
10+ years	\$45,000-60,000	\$60,000-85,000	\$85,000-125,000

## Step 4- Search for Nonprofit Jobs: Resources

### General Nonprofit Job Sites

- Bridgespan; [www.bridgespan.org](http://www.bridgespan.org)
- Chronicle of Philanthropy; <https://jobs.philanthropy.com/>
- Guidestar; [www.guidestar.org](http://www.guidestar.org)
- Idealist.org/ Action Without Borders; [www.idealists.org](http://www.idealists.org)
- Koya Partners; <https://koyapartners.com/clients/current-searches/>
- Nonprofit Career Network; [www.nonprofitcareer.com](http://www.nonprofitcareer.com)
- Society for Nonprofit Organizations; [www.snpo.org/nonprofitcareers](http://www.snpo.org/nonprofitcareers)
- TheNonProfitTimes; <https://careermatch.nptimes.com/#>
- Work4agoodcause.com; [www.work4agoodcause.com](http://www.work4agoodcause.com)

### Arts Jobs Sites

- Art Jobs; [www.artjobs.artsearch.us/](http://www.artjobs.artsearch.us/)
- Art Search; [www.artsearch.us](http://www.artsearch.us)
- American Alliance of Museums; [www.aam-us.org/](http://www.aam-us.org/)
- Americans for the Arts; [www.artsusa.org](http://www.artsusa.org)
- Design Milk Jobs; [designmilkjobs.com/](http://designmilkjobs.com/)
- International Society for the Performing Arts Foundation; [www.ispa.org/](http://www.ispa.org/)

### Education Job Sites

- Academic360.com; [www.academic360.com](http://www.academic360.com)
- Academic Careers Online; [www.academiccareers.com](http://www.academiccareers.com)
- Agent K-12; [www.agentk-12.org](http://www.agentk-12.org)
- The Chronicle of Higher Education; [www.chronicle.com](http://www.chronicle.com)
- Inside HigherEd; [www.insidehighered.com/](http://www.insidehighered.com/)
- HigherEdJobs; [www.higheredjobs.com](http://www.higheredjobs.com)
- Teach for America; [www.teachforamerica.org](http://www.teachforamerica.org)

### Environment and Animals Job Sites

- Association of Zoos and Aquariums; [www.aza.org/](http://www.aza.org/)
- Conservation Job Board; [www.conservationjobboard.com/](http://www.conservationjobboard.com/)
- Environmental Career Opportunities; [www.ecojobs.com](http://www.ecojobs.com)
- EnvironmentalCareer.com; [www.environmentalcareer.com](http://www.environmentalcareer.com)
- EnvironmentalJobs.com; [www.environmentaljobs.com](http://www.environmentaljobs.com)
- Green Jobs; [www.greenjobs.net](http://www.greenjobs.net)

## Public Health Job Sites

- American Public Health Association; [www.apha.org/professional-development](http://www.apha.org/professional-development)
- Global Health Council; [www.jobboard.globalhealth.org/jobs](http://www.jobboard.globalhealth.org/jobs)
- Partners in Information Access for the Public Health Workforce; [www.phpartners.org/jobs.html](http://www.phpartners.org/jobs.html)
- Public Health Employment Connection; [www.apps.sph.emory.edu/PHEC/](http://www.apps.sph.emory.edu/PHEC/)
- Public Health Jobs; [www.publichealthjobs.org/](http://www.publichealthjobs.org/)

## Human Services Job Sites

- Coalition on Human Needs; [www.chn.org/jobs-internships/](http://www.chn.org/jobs-internships/)
- National Human Services Assembly; [www.nassembly.org](http://www.nassembly.org)
- SocialService.com; [www.socialservice.com](http://www.socialservice.com)
- SocialWorkJobBank; [www.socialworkjobbank.com](http://www.socialworkjobbank.com)

## International and Foreign Affairs Job Sites

- devex; [www.devex.com/](http://www.devex.com/)
- Foreign Policy Association; [www.fpa.org](http://www.fpa.org)
- InterAction (subscription required); [www.interaction.org](http://www.interaction.org)
- International Jobs Center (subscription required); [www.internationaljobs.org](http://www.internationaljobs.org)

## Public or Societal Benefit Job Sites

- Alliance for Justice; [www.afj.org](http://www.afj.org)
- Association of Fundraising Professionals; [www.afpnet.org](http://www.afpnet.org)
- B Work; [www.bwork.com/](http://www.bwork.com/)
- The Chronicle of Philanthropy; [www.philanthropy.com](http://www.philanthropy.com)
- Council on Foundations; [www.cof.org](http://www.cof.org)
- Feminist Majority Foundation Online; [www.feminist.org](http://www.feminist.org)

## Religion Related Job Sites

- ChurchJobs.net; [www.churchjobs.net](http://www.churchjobs.net)
- Combined Jewish Philanthropies; [www.cjp.org](http://www.cjp.org)
- JewishJobs.com; [www.jewishjobs.com](http://www.jewishjobs.com)
- Work Ministry; [www.workministry.com](http://www.workministry.com)
- Catholic Volunteer Network; [www.catholicvolunteernetwork.org](http://www.catholicvolunteernetwork.org)

# A Sampling of Nonprofit Organizations

## Largest U.S. Charities (2019)<sup>2</sup>

- United Way Worldwide
- Task Force for Global Health
- Feeding America
- Salvation Army
- YMCA of the USA
- St. Jude Children’s Research Hospital
- Food for the Poor
- Boys and Girls Club of America
- Catholic Charities USA
- Goodwill Industries International
- Habitat for Humanity International
- World Vision
- American Cancer Society
- Patient Access Network
- Compassion International
- Direct Relief
- Americares Foundation
- Lutheran Services in America
- Nature Conservancy
- American Heart Association

## Top Nonprofits<sup>3</sup>

Ranking metrics based on publicly available web, social, and fiscal responsibility

- Metropolitan Museum of Art
- ACLU
- Amnesty International USA
- Planned Parenthood Federation of America
- American Heart Association
- NPR
- American Red Cross
- The New York Public Library
- Do Something
- American Museum of Natural History
- The Museum of Modern Art
- National Audubon Society
- Human Rights Watch
- Samaritan’s Purse
- Doctors Without Borders
- Wikimedia Foundation
- Center for Constitutional Rights
- St. Jude Children’s Research Hospital
- Kiva
- Creative Commons

## Largest U.S. Foundations by Total Assets (2017)<sup>4</sup>

- Bill and Melinda Gates Foundation
- Ford Foundation
- J. Paul Getty Trust
- The Robert Wood Johnson Foundation
- Lilly Endowment Inc.
- The William and Flora Hewlett Foundation
- W.K. Kellogg Foundation
- The David and Lucile Packard Foundation
- Gordon and Betty Moore Foundation
- Bloomberg Philanthropies
- Silicon Valley Community Foundation
- The John D. and Catherine T. MacArthur Foundation
- The Andrew W. Mellon Foundation
- The Leona M. and Harry B. Helmsley Charitable Trust
- Foundation to Promote Open Society
- The Rockefeller Foundation
- Tulsa Community Foundation
- The California Endowment
- The Kresge Foundation
- The Duke Endowment

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<sup>2</sup> Barrett, W. (2019) The largest U.S. Charities for 2016, Forbes

<sup>3</sup> Top Nonprofits: Top 100 Nonprofits on the Web

<sup>4</sup> National Philanthropic Trust (2017)

## Youth Worker

- Boys and Girls clubs of America; [www.bgca.org](http://www.bgca.org)
- Boy Scouts of America; [www.scouting.org](http://www.scouting.org)
- Camp Fire USA; [www.campfire.org](http://www.campfire.org)
- Girls Incorporated; [www.girlsinc.org](http://www.girlsinc.org)
- Girl Scouts of the USA; [www.girlscouts.org](http://www.girlscouts.org)
- National 4-H Council; [www.fourhcouncil.edu](http://www.fourhcouncil.edu)
- YMCA of the USA; [www.ymca.net](http://www.ymca.net)
- YWCA; [www.ywca.org](http://www.ywca.org)

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