A non-profit is an organization that provides a benefit to the public, and is thus tax-exempt. Nonprofit organizations form to pursue a common societal goal; that is, to pursue a stated goal without the intention of distributing excess revenue to members or leaders. A nonprofit organization is often dedicated to furthering a particular social cause or advocating for a particular point of view. Organizations focusing on arts, education, environmental health, human services, international affairs, and religious organizations may all qualify as non-profits. There are over 1.5 million non-profit organizations in the United States. University and research related positions also fall within the non-profit category.

RESOURCES AT BOSTON COLLEGE

- Jenks Leadership Program
- National Jesuit Student Leadership Conference
- Volunteer and Service Learning Center
- Winston Center for Leadership and Ethics

SKILLS REQUIRED

- Adaptability
- Data Analysis
- Fundraising
- Relationship-building
- Resilience
- Creativity
- Problem solving skills

PROFESSIONAL ASSOCIATIONS & JOB SEARCH SITES

- Alliance for Non-Profit Management: Alliance.org
- Association of Fundraising Professionals: afpnet.org
- Council of Non-Profits: careers.councilofnonprofits.org
- Idealist: idealist.org
- Massachusetts Non-Profit Network: massnonprofitnet.org
- Work for Good: workforgood.org
- Young Non-Profit Professionals Network: ynpn.org

JOB SEARCH & INTERVIEW PROCESS

Hiring within this sector typically happens in the spring or just-in-time. Interviews will almost always feature behavior based questions. Often times, nonprofit organizations will not have formal recruiters. Instead, interviews will be conducted directly by hiring managers. Many nonprofit organizations will post jobs online rather than coming to campus for recruiting events.

The nonprofit sector is best entered through networking, volunteer work, and internships. Internships are often unpaid, but provide helpful insights into the inner workings of non-profit organizations. Employers in this field look for relevant volunteer experience on candidates’ resumes. Employers will also expect that candidates can express a demonstrated interest in their particular cause.
MAJOR EMPLOYERS OF BC STUDENTS IN THE NONPROFIT INDUSTRY AND ORGANIZATIONS THAT OFFER NON-PROFIT PLACEMENTS

- AmeriCorps
- Blue Cross Blue Shield
- City Year
- Cradles to Crayons
- Eliot Community Human Services
- Environment America
- Jesuit Volunteer Corps
- Catholic Relief Services
- JFK Library & Presidential Museum
- Match Education
- New England Aquarium
- Peace Corps
- Project Citizenship
- Teach for America
- American Red Cross
- Big Brothers, Big Sisters
- Pine Street Inn
- Year Up
- Museum of Fine Arts

JOB DESCRIPTIONS WITHIN NON-PROFIT ORGANIZATIONS

Community Outreach Coordinator – Community Outreach Coordinators create, oversee and execute marketing and communications initiatives in various communities on behalf of the nonprofit.

Fundraising or Development Assistant – Fundraising/Development Assistants provide administrative support to a unit involved with institutional fundraising programs and activities. They participate in fundraising activities including donor relations, direct mailings, and special events.

Grant Writer – Grant writers familiarize themselves with an organization’s programs, goals and financial needs in order to develop grant proposals. They research potential funding sources and compile information before writing and submitting proposals.

Program Assistant – Program Assistants assist with all aspects of a non-profit program such as planning, organizing, staffing, leading, and controlling program activities.

Volunteer Coordinator – Volunteer Coordinators supervise volunteers and provide direction and consultation for all volunteer functions within an organization.

Please Note: This handout is intended to be a sampling of resources. For additional information, please schedule an appointment through EagleLink.