



RESOURCES FOR CAREERS IN NON-PROFITS

201 Nassau Street • For Appointments: (609) 258-3325 • www.princeton.edu/career

While it is the nature of large corporations to actively travel to and recruit on campuses around the country, non-profit and philanthropic organizations are frequently unable to commit to such recruiting activity. A non-profit organization may have a small full-time staff who cannot afford to take time to travel to recruit new hires. Many organizations also have limited budgets, making it difficult to travel to recruit on college campuses. It is important for you, therefore, to be proactive in your job and internship search efforts if you wish to work for a non-profit or philanthropic organization. You will have to actively approach organizations about your interests.

The staff at Career Services is committed to assisting all students throughout the job search process, including providing connections to opportunities in philanthropy and not-for-profit organizations. This handout summarizes some of those resources.

Selected Print Resources in the Career Services Library:

100 Best Non-Profits to Work For

100 Jobs in Social Change

Alternatives to the Peace Corps: Gaining Third World Experience

Big Green Internships Book, Internships & Summer Jobs for the Environment

Careers for Dreamers & Doers

Careers in Non-Profits and Government Agencies

Education for Action: Where to Go for Graduate Studies that Focus on Social Change

Foundation 1,000 (In-depth Profiles of the 1,000 Largest Foundations)

Encyclopedia of Associations

Good Works: A Guide to Careers in Social Change (directory of 1,000 non-profit organizations)

In Search of America's Best Non-Profits

Jobs & Careers with Non-Profit Organizations - Profitable Opportunities with Non-Profits

International Foundation Directory

Making a Living While Making a Difference

Managing a Non-Profit Organization

National Directory of Children, Youth and Family Services

National Directory of Non-Profit Organizations (Three Volumes)

Nonprofit Sector Yellow Book

Non-Profits for Profit (WPF Guide to Social Entrepreneurship)

Non-Profits Job Finder

Peace Corps: A World of Opportunities

Public Interest Job Search Guide

Response 2003, Directory of Volunteer Opportunities

The Harvard College Guide to Careers in Public Service

The Human Rights Internship Book

The Left Guide: A Guide to Left of Center Organizations

Volunteer America (Complete National Guide to Opportunities for Service, Training and Work Experience)

WetFeet Guide Insider's Guide: Careers in Non-profits & Government Agencies

Princeton University Fellowship and Summer Experience Programs:

Princeton Project 55 (<http://www.project55.org/pip.html>) – Through the **Public Interest Program (PIP)**, Princeton Project 55 places Princeton University undergraduates and recent graduates in paid summer and yearlong positions of significance with public interest organization across the country that are seeking systemic solutions to critical social problems.

Princeton in Asia (<http://www.princeton.edu/%7Eepia/>) – *Princeton in Asia* (PiA) is a non-profit foundation committed to providing bright and motivated people with a vivid "Asian experience." PiA's mission is to foster cross-cultural understanding between Asians and Americans. The organization achieves this goal by providing young Americans with various opportunities to live and work in Asia.

Princeton in Africa (<http://www.princeton.edu/~piaf>) – *Princeton in Africa* seeks to encourage American/African collaboration by developing internship and fellowship opportunities for alumni and students. The intent is both to enable Princetonians to provide effective assistance to the world's most under-served continent and to create a constituency committed to the emergence of Africa as a full partner in the developed world.

Community Service Fund of the Class of 1969

(<http://web.princeton.edu/sites/career/Undergrad/Internships/CLASSOF69.html>) – CSF creates and funds internships with community service and public service organizations, to stimulate more community service activity by Princeton students and enhance their education by providing related experiential opportunities.

Community Based Learning Initiative (<http://www.princeton.edu/%7Ecbli/main.html>) – Collaborative effort of students, faculty, administration, and community experts working to provide students with opportunities for community involvement and hands-on research in the classroom.

Online Resources:

Must-See Sites:

Idealist.org (<http://www.idealist.org>) – International directory of 14,000 nonprofit organizations, with jobs, internships, fellowships and volunteer experiences in a wide range of fields and organizations.

Nonprofit Career Network (<http://www.nonprofitcareer.com>) – Dedicated to the nonprofit sector of the business and economic world. Includes a great directory of nonprofit organizations around the country.

Opportunity Knocks (<http://www.opportunitynocs.org/index.jsp>) – One stop shop for nonprofit job searching and employee recruitment on the Internet. It includes a national job bank, local classifieds, FAQs, and resources.

The Foundation Center (<http://fdncenter.org/>) – A comprehensive resource for researching careers in Philanthropy. Includes a directory of foundations, recent news articles, job information and a database of literature for the nonprofit sector. (Job Corner: <http://fdncenter.org/pnd/jobs/index.jhtml>)

Additional Useful Listings:

Community Career Center (<http://www.nonprofitjobs.org>) – Devoted to nonprofit human resource recruitment in such areas as management, fund development, education & training, finance, etc.

HungerWeb (<http://nutrition.tufts.edu/academic/hungerweb/>) – HungerWeb is for anyone interested in helping find solutions to hunger at the global, national, community and household level. Links to employment, intern, and volunteer opportunities.

Internet Nonprofit Center (<http://www.nonprofits.org>) Extensive information about non-profits.

One World Jobs (<http://www.oneworld.org/jobs>) - Job openings in nonprofit and humanitarian endeavors around the globe.

Non-Profit Times (<http://www.nptimes.com/index.html>) - Non-profit news and classified listings

The Chronicle of Philanthropy (<http://philanthropy.com/jobs/>) – The newspaper of the non-profit world including jobs and other Internet resources.

Volunteers For Peace (VFP) (<http://www.vfp.org>) - 1000 short-term "peace corps" adventures in 70 countries.

Internships with Community and Social Service Agencies (<http://www.internships-usa.com/>) – Part of the Internship Series Online. Information on over 100 agencies that provide internships. *Students must call 258-3325 for User ID and Password.*

The Human Rights Internship Book (<http://www.internships-usa.com/>) – Part of the Internship Series Online. Information on over 150 agencies that provide internships. *Students must call 258-3325 for User ID and Password.*

Additional Reminders:

Always remember to check **TigerTracks**, Career Services' online career management system for thousands of internship listings from around the world. This database receives new listings daily so check it periodically.

Also, be sure to visit the **Online Jobs** section of the Career Services website for links to other job resources in this field and related industries. (<http://web.princeton.edu/sites/career/Undergrad/industries.shtml>)

For more information about careers in various fields, use the online **Alumni Careers Network** on the Career Services web site to search for alumni who have volunteered to give students career advice and guidance. This is an excellent networking tool! For example, here is a sampling of the contacts you'll find in not-for-profits:

Vice President for Operations & Planning–The Andrew W. Mellon Foundation, New York, NY

Mid-Atlantic Field organizer–U.S. Public Interest Research Group, Washington, DC

Executive Director–Save The Bay, Oakland, CA

President & CEO—United Way of Greater Cincinnati, Cincinnati, OH