



Time to Change Jobs?

Use these tips to find the best nonprofit job for you.

BY TERRENCE FERNSLER

From Making a Profit to Making a Difference

By Richard M. King. 178 pages. Softcover. Published by Planning/Communications, 7215 Oak Ave., River Forest, Illinois 60305.

Although Richard King's book is intended for business executives wanting to move into nonprofit careers, much of it will prove helpful to those changing jobs within the nonprofit sector. In particular, he explains what skills nonprofit organizations look for and how to prepare a resume to highlight those skills.

King divides skills into three categories—adaptive, functional, and content-specific. Research shows that adaptive skills are the most important category in nonprofits, while businesses usually focus on content-specific skills. The top five skills for a nonprofit career are:

- adaptability
- concern for people
- ability to deal with change
- ability to demonstrate autonomy
- a commitment to key values.

King suggests the format and words to use in your resume to highlight these skills.

Once you determine which skills to present and how to present them, King helps you find the right type of organization for you. He guides you through an exercise to discover where you prefer working, what fields are of most interest to you, and the size of the organization in which you'll feel most comfortable.

King encourages prospective nonprofit employees to volunteer on the boards of nonprofit organizations to learn how they operate. He explores ways to research boards to find a good fit.

Finding the best nonprofit job for you often depends on networking, as King makes clear. He demonstrates ways to find a new job through networking and includes research tools

to help you create a dynamic network. He includes lists of search firms serving nonprofits, fundraising consulting firms, and professional associations to help with the job search.

Compensation is often dramatically different between nonprofits and for-profit businesses. King shows where to research prevailing wage ranges so you know how to discuss compensation knowledgeably with prospective employers.

This book is a treasure for any nonprofit job candidate, with plenty of help for a career change to—or within—the sector. ■

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