



## **Non Profit Careers Guide**

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# THE ROLE OF THE NONPROFIT SECTOR

The role of the nonprofit sector is to fill services and gaps in society that the government and or the private sector has not addressed. Compared to the for profit sector, that is businesses that sell products and exist to make money for their owners or shareholders, nonprofit organizations exist to promote a cause or a provide a public service.

There are more than a million nonprofit organizations in the US addressing issues that affect the environment, quality education, health care, arts and culture, scientific research and economic development. The nonprofit sector is fast growing with more than 11 million employees.

Most countries have some form of nonprofit or community organization, often referred to as a NGO, nongovernmental organizations. Nonprofit organizations tend to be small and require a wide array of skills and talents. The average turnover rate among nonprofit employees is high, the average employee stays for 1-4 years.

Non profit organizations generally look for professionals to fill the following roles:

## Leadership

Executive Director	Can be compared to a CEO or President
Deputy Director	Works closely with the Executive Director and can be compared to a Vice President
Associate Director	May lead a department or work to support the efforts of the Deputy Director

## Programs

Director	Often determines the strategy behind program development and manages key partners and program staff
Associate Director	If the organization is large, there will mostly be an Associate Director to assist the director and manage

	staff
Program Manager	Seeks outreach opportunities and develops relationships with key partners and volunteers
Program Assistant	May oversee the administrative duties and work on special volunteer and outreach projects

## Fundraising

Director of Development	Spearheads the overall fundraising efforts and manages staff. Tracks federal, state and city funding and legislation.
Major Gifts Manager	Works specifically with individuals, corporate, government and foundations to secure donation opportunities.
Grant Writer	Researches current grant opportunities and prepares and writes grants and follows up with donors
Special Event Manager	Creates special events for donors and volunteers, most of the events are for fundraising and donor cultivation purposes.

**Other highly sought after professionals include:**

**New Business Developer**

**CFO**

**Survey Administrator**

Database Manager

Direct Marketing Manager

## America's Leading Charities

Name	Headquarters	Year Founded	Mission Statement	Website
American Red Cross	Washington, DC	1881	The American Red Cross, a humanitarian organization led by volunteers, guided by its Congressional Charter and the Fundamental Principles of the International Red Cross Movement, will provide relief to victims of disasters and help people prevent, prepare for, and respond to emergencies.	<a href="http://www.redcross.org/index.html">http://www.redcross.org/index.html</a>
Catholic Charities	Alexandria, VA	1910	Catholic Charities USA is the membership association of one of the nation's largest social service networks. Catholic Charities agencies and institutions nationwide provide vital social services to people in need, regardless of their religious, social, or economic backgrounds. Catholic Charities USA supports and enhances the work of its membership by providing networking opportunities, national advocacy and media efforts,	<a href="http://www.catholiccharitiesusa.org/">http://www.catholiccharitiesusa.org/</a>

			program development, training and technical assistance, and financial support.	
AmeriCares Foundation	New Canaan, CT	1982	AmeriCares is a nonprofit disaster relief and humanitarian aid organization providing immediate response to emergency medical needs, as well as supporting long-term humanitarian assistance programs, for all people around the world, irrespective of race, creed or political persuasion. AmeriCares solicits donations of medicines, medical supplies and other relief materials from U.S. and international manufacturers, and delivers them quickly and efficiently to indigenous health care and welfare professionals around the world.	<a href="http://www.americares.org/">http://www.americares.org/</a>
CARE USA	Atlanta, GA	1945	Our mission is to serve individuals and families in the poorest communities in the world. Drawing strength from our global diversity, resources and experience, we promote innovative solutions and are advocates for global	<a href="http://www.care.org/">http://www.care.org/</a>

			<p>responsibility. We facilitate lasting change by:</p> <ul style="list-style-type: none"> <li>• Strengthening capacity for self-help</li> <li>• Providing economic opportunity</li> <li>• Delivering relief in emergencies</li> <li>• Influencing policy decisions at all levels</li> <li>• Addressing discrimination in all its forms</li> </ul> <p>Guided by the aspirations of local communities, they pursue a mission with both excellence and compassion because the people whom they serve deserve nothing less.</p>	
Boys & Girls Club of America	Atlanta, GA	1913	<p><b>Our Mission is the Movement's Reason for Being</b></p> <p>To inspire and enable all young people, especially those from disadvantaged circumstances, to realize their full potential as productive, responsible and caring citizens.</p> <p><b>A Boys &amp; Girls Club Provides</b></p>	<a href="http://www.bgca.org/">http://www.bgca.org/</a>

			<p>A safe place to learn and grow...</p> <p>Ongoing relationships with caring, adult professionals...</p> <p>Life-enhancing programs and character development experiences...</p> <p>Hope and opportunity.</p>	
YWCA of the USA	Washington, DC	1906	<p>The YWCA USA is a women's membership movement nourished by its roots in the Christian faith and sustained by the richness of many beliefs and values. Strengthened by diversity, the YWCA draws together members who strive to create opportunities for women's growth, leadership, and power in order to attain a common vision: peace, justice, freedom, and dignity for all people. The YWCA will thrust its collective power toward the elimination of racism, wherever it exists, and by any means necessary.</p>	<a href="http://www.ywca.org">http://www.ywca.org</a>
Volunteers of America	Alexandria, VA	1896	<p>Volunteers of America is a national, nonprofit, spiritually based organization</p>	<a href="http://www.voa.org/">http://www.voa.org/</a>

			<p>providing local human service programs and opportunities for individual and community involvement.</p> <p>From rural America</p>	
America's Second Harvest	Chicago, IL	1979	<p>The mission of America's Second Harvest is to create a hunger-free America. We distribute food and grocery products through a nationwide network of certified affiliates, increase public awareness of domestic hunger, and advocate for policies that benefit America's hungry.</p>	<a href="http://www.secondharvest.org/">http://www.secondharvest.org/</a>
Art Institute of Chicago	Chicago, IL	1893	<p>The purposes for which the Art Institute of Chicago is formed are: to found, build, maintain, and operate museums, schools, libraries of art, and theaters; to provide support facilities in connection therewith; to conduct appropriate activities conducive to the artistic development of the region; and to conduct and participate in appropriate activities of national and international significance;</p>	<a href="http://www.artic.edu/">http://www.artic.edu/</a>

				<p>To form, conserve, research, publish, and exhibit a permanent collection of objects of art of all kinds; to present temporary exhibitions that include loaned objects of art of all kinds; and to cultivate and extend the arts by appropriate means;</p> <p>To establish and conduct comprehensive programs of education, including presentation of visual artists, teachers of art, and designers; to provide educational services in written, spoken, and media formats;</p> <p>To provide lectures, instruction, and entertainment, including dramatic, film, and musical performances of all kinds, which complement and further the general purposes of the institute;</p> <p>To receive in trust property of all kinds and to exercise all necessary powers as trustee for such trust estates whose objects are related to the furtherance of the general purposes of the institute or for the establishment or</p>
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			maintenance of works of art.	
Big Brothers/ Big Sisters of America	New York, NY	1870	The Big Brothers Big Sisters Mission is to help children reach their potential through professionally supported, one-to-one relationships.	<a href="http://www.bbbsa.org">http://www.bbbsa.org</a>
Boy Scouts of America	Irving, TX	1910	The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.	<a href="http://www.scouting.org/">http://www.scouting.org/</a>
Planned Parenthood	New York, NY	1922	<i>A Reason for Being</i> Planned Parenthood believes in the fundamental right of each individual, throughout the world, to manage his or her fertility, regardless of the individual's income, marital status, race, ethnicity, sexual orientation, age, national origin, or residence. We believe that respect and value for diversity in all aspects of our organization are essential to our well-being. We believe that reproductive self-determination must be voluntary and preserve the individual's right to privacy. We further	<a href="http://www.plannedparenthood.org/">http://www.plannedparenthood.org/</a>

			<p>believe that such self-determination will contribute to an enhancement of the quality of life, strong family relationships, and population stability.</p> <p>Based on these beliefs, and reflecting the diverse communities within which we operate, the mission of Planned Parenthood is:</p> <ul style="list-style-type: none"> <li>to provide comprehensive reproductive and complementary health care services in settings which preserve and protect the essential privacy and rights of each individual;</li> <li>to advocate public policies which guarantee these rights and ensure access to such services;</li> <li>to provide educational programs which enhance understanding of individual and societal implications of human sexuality;</li> <li>to promote research and the advancement of technology in reproductive health care and encourage understanding of</li> </ul>	
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			their inherent bioethical, behavioral, and social implications.	
American Heart Association	Dallas, TX	1924	The American Heart Association is a national voluntary health agency whose mission is to reduce disability and death from cardiovascular diseases and stroke.	<a href="http://www.americanheart.org">http://www.americanheart.org</a>
Goodwill Industries International	Besthesda, MD	1902	Goodwill Industries will enhance the quality and dignity of life for individuals, families, and communities on a global basis, through the power of work, by eliminating barriers to opportunity for people with special needs, and by facilitating empowerment, self-help, and service through dedicated, autonomous local organizations.	<a href="http://www.goodwill.org/">http://www.goodwill.org/</a>
Public Broadcast Service	Alexandria, VA	1969	A private, nonprofit corporation whose members are America's public TV stations.  Founded in 1969. Provides quality TV programming and related services to 349 noncommercial stations serving all 50 states, Puerto Rico, the U.S. Virgin Islands, Guam and American Samoa.	<a href="http://www.pbs.org/">http://www.pbs.org/</a>

			PBS oversees program acquisition, distribution and promotion; education services; new media ventures; fundraising support; engineering and technology development; and video marketing.	
Junior Achievement, Inc.	Colorado Springs, CO	1919	Inspires young people about the value of free enterprise, business and economics to improve the quality of their lives. Located in beautiful Colorado Springs, Junior Achievement's Headquarters and Service Center provides support for nearly 150 local offices that carry out the mission. Our international affiliate serves nearly 100 countries with offices around the world.	<a href="http://www.ja.org/">http://www.ja.org/</a>
Juvenile Diabetes Foundation	New York, NY	1970	JDRF is the leading charitable funder and advocate of type 1 (juvenile) diabetes research worldwide. The mission of JDRF is to find a cure for diabetes and its complications through the support of research. Type 1 diabetes is a disease which strikes children suddenly and requires multiple injections of insulin	<a href="http://www.jdf.org/">http://www.jdf.org/</a>

			daily or a continuous infusion of insulin through a pump. Insulin, however, is not a cure for diabetes, nor does it prevent its eventual and devastating complications which may include kidney failure, blindness, heart disease, stroke, and amputation	
Alzheimer's Disease and Related Disorders Association	Chicago, IL	1980	The Alzheimer's Association, the world leader in Alzheimer research and support, is a voluntary health organization dedicated to finding preventions, treatments and, eventually, a cure for Alzheimer dementia. Our mission is to eliminate Alzheimer's disease through the advancement of research and to enhance care and support for individuals, their families and caregivers.	<a href="http://www.alz.org/">http://www.alz.org/</a>
March of Dimes	White Plains, NY	1938	The mission of the March of Dimes is to improve the health of babies by preventing birth defects and infant mortality. We carry out this mission through research, community services, education and advocacy to save babies' lives. March of Dimes researchers, volunteers, educators, outreach workers and advocates work	<a href="http://www.modimes.org/">http://www.modimes.org/</a>

			together to give all babies a fighting chance against the threats to their health: prematurity, birth defects, low birthweight.	
Smithsonian Institute	Washington, DC	1846	The Smithsonian is committed to enlarging our shared understanding of the mosaic that is our national identity by providing authoritative experiences that connect us to our history and our heritage as Americans and to promoting innovation, research and discovery in science. These commitments have been central to the Smithsonian since its founding more than 155 years ago."	<a href="http://www.si.edu/">http://www.si.edu/</a>
The Metropolitan Museum of Art	New York, NY	1870	<b><i>The mission of The Metropolitan Museum of Art is to collect, preserve, study, exhibit, and stimulate appreciation for and advance knowledge of works of art that collectively represent the broadest spectrum of human achievement at the highest level of quality, all in the service of the public and in accordance with the highest professional</i></b>	<a href="http://www.metmuseum.org/">http://www.metmuseum.org/</a>

			<i>standards.</i> September 12, 2000	
Girls Inc.	New York, NY	1945	<b>Girls Incorporated</b> is a national nonprofit organization that inspires all girls to be strong, smart, and bold. <sup>SM</sup>	<a href="http://www.girlsinc.org/">http://www.girlsinc.org/</a>
Young Life	Colorado Springs, CO	1941	<p>Introducing adolescents to Jesus Christ and helping them grow in their faith. We accomplish our mission by ...</p> <p>Praying for young people.          Going where kids are.          Building personal relationships with them.</p> <ul style="list-style-type: none"> <li>• Winning the right to be heard.</li> <li>• Providing experiences that are fun, adventurous and life-changing.</li> <li>• Sharing our lives and the Good News of Jesus Christ with adolescents.</li> <li>• Inviting them to personally respond to this Good News.</li> <li>• Loving them regardless of their response.</li> <li>• Nurturing kids so they might grow in their love for Christ and the knowledge of God's Word and become people who can share their faith with</li> </ul>	<a href="http://www.younglife.org/default.htm">http://www.younglife.org/default.htm</a>

			<p>others.</p> <ul style="list-style-type: none"> <li>• Helping young people develop the skills, assets and attitudes to reach their full God-given potential.</li> <li>• Encouraging kids to live connected to the Body of Christ by being an active member of a local congregation.</li> <li>• Working with a team of like-minded individuals -- volunteer leaders, committee members, donors and staff.</li> </ul>	
Ducks Unlimited	Memphis, TN	1937	Ducks Unlimited conserves, restores, and manages wetlands and associated habitats for North America's waterfowl. These habitats also benefit other wildlife and people.	<a href="http://www.ducks.org/">http://www.ducks.org/</a>
Trust For Public Land	San Francisco, CA	1972	The Trust for Public Land conserves land for people to enjoy as parks, gardens, and other natural places, ensuring livable communities for generations to come.	<a href="http://www.tpl.org/">http://www.tpl.org/</a>
Arthritis Foundation	Atlanta, GA	1981	The mission of the Arthritis Foundation is to <b>improve lives</b> through <b>leadership</b> in	<a href="http://www.arthritis.org/">http://www.arthritis.org/</a>

			the prevention, control and cure of arthritis and related diseases.	
Salvation Army	Alexandria, VA	1865	The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.	<a href="http://www.salvationarmyusa.org/">http://www.salvationarmyusa.org/</a>
United Jewish Communities	Besthesda, MD	1902	UJC was established to chart a new course for the Jewish community: to improve the quality of Jewish life worldwide, nurture Jewish learning, care for those in need, rescue Jews in danger, and ensure the continuity of our people. UJC is committed to meeting today's and tomorrow's challenges with a bold new model of Jewish community and philanthropy, a framework for new opportunities and new partnerships that will challenge the Jewish people to continue the traditions of education, leadership, advocacy, and responsibility that have inspired	<a href="http://www.ujc.org/">http://www.ujc.org/</a>

			the world.	
The Nature Conservancy	Arlington, VA	1951	The Nature Conservancy's mission is to preserve the plants, animals and natural communities that represent the diversity of life on Earth by protecting the lands and waters they need to survive.	<a href="http://nature.org/">http://nature.org/</a>
Girl Scouts of the USA	Washington, DC	1906	The Purpose of Girl Scouting is to inspire girls with the highest ideals of character, conduct, patriotism, and service that they may become happy and resourceful citizens.	<a href="http://www.girlscouts.org/">http://www.girlscouts.org/</a>
Feed the Children	Oklahoma City, OK	1979	Feed The Children is a Christian, international, nonprofit relief organization with headquarters in Oklahoma City, Okla., that delivers food, medicine, clothing and other necessities to individuals, children and families who lack these essentials due to famine, war, poverty or natural disaster	<a href="http://www.feedthechildren.org/">http://www.feedthechildren.org/</a>
World Vision	Federal Way, WA	1950	World Vision is an international partnership of Christians whose mission is to follow our Lord and Saviour Jesus Christ in working with the poor and oppressed to promote human transformation, seek justice and bear witness to the good	<a href="http://www.wvi.org/">http://www.wvi.org/</a>

			news of the Kingdom of God.	
Public Broadcasting Service	Alexandria, VA	1969	<ul style="list-style-type: none"> <li>• A private, nonprofit corporation whose members are America's public TV stations.</li> <li>• Founded in 1969.</li> </ul> <p>Provides quality TV programming and related services to 349 noncommercial stations serving all 50 states, Puerto Rico, the U.S. Virgin Islands, Guam and American Samoa. PBS oversees program acquisition, distribution and promotion; education services; new media ventures; fundraising support; engineering and technology development; and video marketing</p>	<a href="http://www.pbs.org/">http://www.pbs.org/</a>
City of Hope	Los Angeles, CA	1913	City of Hope, an innovative biomedical research, treatment and educational institution, is dedicated to the prevention and cure of cancer and other life-threatening diseases, guided by a compassionate patient-centered philosophy, and supported by a national foundation of humanitarian philanthropy.	<a href="http://www.cityofhope.org/">http://www.cityofhope.org/</a>

Save the Children Federation, Inc	Westport, CT	1932	Save the Children is a leading nonprofit humanitarian relief and development organization working in more than 40 countries throughout the developing world and the United States. Our mission is to create lasting, positive change in the lives of children in need.	<a href="http://www.savethechildren.org/">http://www.savethechildren.org/</a>
Dana Farber Cancer Institute	Boston, MA	1951	The mission of Dana-Farber Cancer Institute is to provide expert, compassionate care to children and adults with cancer while advancing the understanding, diagnosis, treatment, cure, and prevention of cancer and related diseases. As an affiliate of Harvard Medical School and a Comprehensive Cancer Center designated by the National Cancer Institute, the Institute also provides training for new generations of physicians and scientists, designs programs that promote public health particularly among high-risk and underserved populations, and disseminates innovative patient therapies and scientific discoveries to our target	<a href="http://www.dfci.harvard.edu/">http://www.dfci.harvard.edu/</a>

			community across the United States and throughout the world.	
Food for The Poor	Deerfield Beach, FL	1982	<p>Food For The Poor (FFP) ministers to spiritually renew impoverished people throughout Latin America and the Caribbean. Established in 1982 as a 501(c)(3)corporation, our goals are to improve the health, economic, social and spiritual conditions of the men, women and children we serve.</p> <p>Food For The Poor raises funds and provides direct relief assistance to the poor, usually by purchasing specifically requested materials and distributing them through the churches and charity organizations already operating in areas of need. In this way, the organization serves the poor with dignity and ensures the most appropriate use of donors' funds.</p> <p>Our ministry reflects God's unconditional love, which surrenders all, inspires trust and faith, and embraces all people regardless of race, status or creed. We believe</p>	<a href="http://www.foodforthe poor.org/">http://www.foodforthe poor.org/</a>

			<p>that Christ is alive, and that we can best serve Him by being of assistance to those in greatest need <a href="#">(Matthew 25:31-46)</a>. Finally, we stress the need for regular prayer to guide and maintain the purity of our mission.</p> <p>FFP seeks to link the church of the First World with the church of the Third World in a manner that aids both the materially and spiritually poor. We empower the poor in spirit through our direct ministry of teaching, encouragement and prayer. Ultimately, we aspire to bring benefactors, recipients and ourselves to a closer union with our Lord.</p>	
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