



**Posting a Job?** When you post a job with TNPA, you are accessing a community of candidates looking for the right opportunity to help you achieve your mission.

**Postings:** **TNPA member** organizations/companies may list up to three postings at a time and **Non-members** may list up to two postings at a time.

**Pricing:** TNPA members receive special pricing on job postings. Need to join TNPA? [Click here.](#)

- **Nonprofit Organizations** – Member (FREE) | **Corporate Partner** – Member (\$200\*) | **Nonprofit Individuals** - Member (One free per year, \$200 additional) | **Non-member Nonprofit or Corporate** (\$300\*)
- The posting will remain active for one month (30 days) unless the organization/company requests that it be closed sooner. An electronic invoice will be sent with a personal PURL to pay online.
- *\*Please note prepayment is required*

***Please note: Legal requirements for salary and employee benefits disclosures are changing quickly. It is your responsibility as an employer to ensure that your job postings submitted here and elsewhere are compliant with all applicable state and local laws and regulations.***

To post or update your listing, please complete the information below and email your job posting to Heidi Ashley at [hashley@tnpa.org](mailto:hashley@tnpa.org).

Questions about your current or new job posting, please email Heidi Ashley at [hashley@tnpa.org](mailto:hashley@tnpa.org).

**Company Name:**

**Contact Name:**

**Phone Number:**

**Email Address:**

- Please attach a copy of a clean logo *(required)*
- **How does a candidate apply for this position?** *(required)*
  - Please provide an application link
  - Please provide any instructions to apply for this position
- **What is the job title?**
- **Where is the job located?**
  - Provide the city and state
  - Is telecommuting/remote site available?      YES      NO

- **Are you interested in a **free** talent acquisition consultation by [Weiser Innovations](#)?**\*  
*\*In order to provide more comprehensive support, we have partnered with Weiser Innovations, a strategic talent acquisition consultancy that specializes in working with mission driven organizations. Please let us know if you would like to discuss any of your needs and we will have them reach out to you.*

**Yes**, I am interested in a **free no-obligation Talent Acquisition Consultation** to support my employee search efforts. Please have someone from Weiser Innovations LLC contact me to schedule a call.

**No**, I am not interested in a **free no-obligation Talent Acquisition Consultation** to support my employee search efforts.

- **Posting category** (please check & choose as many as you like)
  - Nonprofit jobs
  - Agency/Company jobs
- **What type of job** (please check)
  - Full time
  - Part time
  - Contract
  - Internship
  - Seasonal
  - Volunteer
- **Education level requirement** (please check)
  - High School
  - Associates
  - Bachelors
  - Masters
  - Doctoral
  - J.D.
  - Not applicable
- **Experience level requirement** (please check those that apply)
  - Entry level
  - Mid-Level
  - Senior level
  - Executive
  - Not applicable
- **Salary Range** (please provide a salary range)(example, \$65,000 to \$76,000)

- **Job function** (*check as many as you like*)
  - Accounting
  - Account Management
  - Administrative
  - Advocacy/Policy
  - Budget Management
  - Copy Writing
  - Creative
  - Customer Service
  - Data Management
  - Development
  - Digital Communication
  - Diversity, Equity, & Inclusion (DEI)
  - Donor/Donations
  - Event Management
  - Executive/C-Suite
  - Finance
  - Fundraising
  - General
  - Grant Writing
  - Human Resources
  - Legal/Compliance
  - Marketing/Communications
  - Planned Giving/Fundraising/Donations
  - Public Relations
  - Research
  - Sales
  - Social Media
  - Staff Management
  - Strategic Planning

## **DON'T FORGET TO...**

- ✓ Attach the job description which would include the job, duties/responsibilities
- ✓ Provide instructions and/or an application link for this position
- ✓ Attach your company logo when you send your job posting information