



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*)
- **NEW!**: Promote your entry-level positions to [Leading EDGE](#) alum and college grads at a discounted rate! **Nonprofit Organizations & Individuals** – Member (FREE) | **Corporate Partner** – first posting is FREE, then \$50* | **Non-member Nonprofit or Corporate** – (\$50*)
- 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 membership@tnpa.org.

Questions about your current or new job posting, please email membership@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

- **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