



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*)
- TNPA strongly suggests that all job listings include a salary range to promote equity for all applicants, regardless of gender, race, or other characteristics that have been shown to impact salary determination.
- 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*

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

Questions about your current or new job posting, please email Heidi Ashley at hashley@tnpa.org.

Company Name:

Contact Name:

Phone Number:

Email Address (required):

- **Attach a copy of a clean logo to be posted on the TNPA job board** *(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 this a hybrid position? (This position allows for telecommuting) YES or 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 ONE.)*
 - Nonprofit Jobs
 - Agency/Commercial/Company Jobs
- **What type of job** *(Please check.)*
 - Full time
 - Part time
 - Contract
 - Internship
 - Seasonal
 - Volunteer
- **Education level requirement** *(Please check all that apply.)*
 - 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)*
 - TNPA **strongly suggests** that all job postings on our Jobs Board include a salary range to promote equity for all applicants, regardless of gender, race, or other characteristics that have been shown to impact salary determination.
- **Job function** *(Please check all that apply.)*

<ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> ▪ Grant Writing ▪ Human Resources ▪ IT/Technology ▪ Legal/Compliance ▪ Marketing/Communications ▪ Membership ▪ Multimedia ▪ Planned Giving/Fundraising/Donations ▪ Public Relations ▪ Research ▪ Sales ▪ Social Media ▪ Sponsorships/Partnerships ▪ Staff Management ▪ Strategic Planning ▪ Talent recruitment ▪ Volunteer Management ▪ Other
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DON'T FORGET TO...

- ✓ Attach the job description in WORD FORMAT (so it can be uploaded).
 - The job description should include the job duties and/or responsibilities.
- ✓ Provide instructions and/or an application link for this position.
- ✓ Attach the company logo you wish to appear on the TNPA job board.