



NONPROFIT CAREER CONFERENCE Ready, Set, Grow!

**October 27, 2009
Mansour Center
995 Roswell Street, NE
Marietta, GA 30060**

Schedule of Events

8:00 - 9:00 - REGISTRATION

Location: Mansour Center Main Lobby

AM Workshop Sessions

9:00am - 10:15am

10:45am - 12:00pm

- **Everything You Wanted to Know about the Nonprofit Sector (but were afraid to ask!)**
- **Economy's Impact on Georgia's Nonprofit Sector**

12:00 – 1:15 Lunch Break

PM Workshop Sessions

1:15pm - 2:30pm

3:00pm - 4:15pm

- **Taking Control of Your Nonprofit Career Path**
- **Job Search Strategies; Tools of the Trade**

Consulting Stations

Open between

8:30 am – 12:00pm

1:00pm – 4:30pm

- **10 minute individual consulting briefs running concurrently throughout the day**
- **Participants will be able to meet with subject matter experts on a first come-first serve basis at various Consulting Stations**

What to Prepare for and Bring to the Conference

Personal Amenities:

Be sure to bring your own water, snacks and lunch or cash for lunch at locale venues.

Parking:

Available on site and adjacent lots at the Mansour Center.

Career Tools:

Bring your resume, business cards and utilize the breaks in between workshops to network with other professionals and participants in the community.

Consulting Station Descriptions

Resume Guidance:

Career Counselors will do a brief at a glance review of participant resume and provide directional advice.

Nonprofit Career Paths:

Representatives of Nonprofit University, the most advanced resource available that is specifically designed for nonprofit professional development, to assist you align core competency areas to take your career to the next level

Workshop Session Descriptions

Economy's Impact on Employment in Georgia's Nonprofit Sector

Presenter: Karen Beavor, CEO & President of the Georgia Center for Nonprofits and Opportunity Knocks

Description: The Georgia Center for Nonprofits surveyed nonprofit leaders across the state to find out how the economic downturn was affecting their organizations. The findings indicate that nonprofits are aggressively trying to bridge funding gaps by increasing marketing and development strategies, and they are taking many steps to cut costs and manage the forces that are confronting them as they also strive to deliver in the short term while planning for the future.

This session provide you with an understanding of the current state of the nonprofit sector and the affect upon the nonprofit workforce. Whether you currently employed in the sector, looking to switch to nonprofit work or newly graduated this will help you know which positions are being impacted, what he current hiring trends are and the realities that are driving human resource decisions.

Workshop Session Descriptions continued...

Everything You Wanted to Know about the Nonprofit Sector (but were afraid to ask!)

Presenter: Lynne Norton, Marketing Manager Opportunity Knocks

Description: This session provides an overall view of the Georgia's large, diverse and growing nonprofit sector. In every county, you will find nonprofits serving citizens and communities and addressing issues of concern. Georgia's nonprofits range from hospitals to environmental groups, from universities to youth programs, from emergency shelters to organizations working with senior citizens, veterans and individuals with disabilities. Nonprofits create a caring community, one that strengthen and enhances the quality of life in our state.

This session will help you have a focused plan to learn more about organizations that are the right fit for you and maximize your search opportunities.

Taking Control of Your Nonprofit Career Path

Presenter: Ellen Johnson, Sr. Director of Education for Nonprofit University and the Georgia Center for Nonprofits

Description: In a world that sometimes seems out of control, take control of your future. Whether you are employed, unemployed, or volunteering, you can take control of your own career path. Learn how to formulate your career goals and ambitions, how to identify your gaps in the skills and knowledge necessary to reach your goals, and how to identify the tools and resources you can utilize to fill those gaps.

By taking control of your own development, you are not only working to achieve the position that you want now, but you are also planning for your future career. Don't just settle for a job – make your career happen!

Job Search Strategies; Tools of the Trade

Presenter: Michelle Shell, Client Development Manager Opportunity Knocks; Ragan Kellams, Human Resources Director IQ Interactive

Description: How do you break through and rise to the top of the candidate pool? Learn tactical strategies to elevate yourself to human resources heads, hiring managers and recruiters.

In this session we will explore the Do's and Don't of job seeking both online and in-person, how to best approach salary negotiations during today's economic climate, and what hiring decision makers look for "across the table".

Faculty Biographies

Karen Beavor

Karen Beavor is CEO & President of the Georgia Center for Nonprofits and Opportunity Knocks. She is a graduate of Agnes Scott College and serves as a board member or advisory board member of a variety of civic and nonprofit organizations, including the National Nonprofit Risk Management Center, Independent Sector, Family Connections Partnership, the Foundation Center-Atlanta, The Nonprofit Quarterly, American Humanics, The Center for Nonprofit and Government Leadership at Kennesaw State University, The State Bar of Georgia's ABC Committee and the National Center for Charitable Statistics.

Karen has received the Martin Luther King Leadership award and the Harvard Business School Club of Atlanta's Community Leader Award. She is a graduate of the 2000 class of Leadership Atlanta and the 2003 Coca-Cola Diversity Leadership Academy.

Lynne Norton

Lynne Norton serves as marketing manager of Opportunity Knocks, a national nonprofit career and HR resource for job seekers and employers. Prior to joining the nonprofit sector, Lynne worked for nearly two decades as a sales executive for an international technology publishing company. Her passion and support for the nonprofit sector led her to pursue a nonprofit career. At Opportunity Knocks she focuses her marketing skills on improving the talent base of charitable organizations across the nation and works on initiatives supporting the sector's workforce.

Lynne's commitment to the community extends beyond her professional life. She serves as a committee member or advisory board member of a number of nonprofit organizations and initiatives including American Humanics Nonprofit Workforce Coalition, Independent Sector and locale youth and environmental agencies.

Michelle Shell

Michelle "Chelle" Shell serves as Client Development Manager for Opportunity Knocks. In her role she assists national nonprofit organizations and recruitment agencies connect with talented, qualified nonprofit professionals and HR management solutions.

Chelle has worked in management for over 14 years in positions ranging from recruitment to public relations. Chelle is passionate about health related missions and is active in her transitioning neighborhood association as well as local tennis associations and sits on the board for ANP (Atlanta Nonprofit Professionals).

Ellen Johnson

Ellen Johnson is the Sr. Director of Education for Nonprofit University and the Georgia Center for Nonprofits. She holds a B.A. in Education from Guilford College, an MBA in Accounting from Kennesaw State University, and is a current PhD candidate in Organizational Management. Her experience includes 20 years in operations, finance, education, and leadership with both for-profit and not-for-profit organizations. She has held positions of Controller, Director of Management Accounting, Director of Financial Planning, and CFO, with a focus on the design and implementation of effective financial and evaluation systems and the training of non-financial personnel.

Ellen has developed, designed, implemented and taught online courses and programs at both the collegiate and corporate level, and is currently an adjunct professor at several universities.

Ragan Kellams

Ragan Kellams is the Human Resources Director for IQ Interactive in Atlanta. Since 2002 Ragan Kellams has been passionate about perfecting the art of the connection - whether connecting a job seeker to an employer or connecting with contacts across the globe through the evolving web. She is a UGA graduate and has held roles from Recruiter to Sr. Recruiting Manager.

Ragan's expertise lies at the intersection of talent acquisition, social media strategy for the employer brand and a forward view to generational evolutions and motivators.