



Nonprofit Career Conference

November 15, 2011

**8:00 AM - 5:00 PM
African American Museum
Philadelphia**



All PowerPoint presentations will be available after the conference at <http://content.opportunityknocks.org/2011/10/18/nonprofit-career-conference-philadelphia-presentations/>

SCHEDULE AT A GLANCE

8:00 – 9:00am Registration

8:30am Consulting Stations Open Location: Gallery 4, 3rd Floor

9:00 - 10:15am Concurrent Session 1

Navigating Nonprofits

Navigating the world of nonprofits is an acknowledged challenge. On one hand you have organizations who want to do good. The key challenges are limiting beliefs, scarcity, boundaries, acknowledgment, and transforming future self. Money, money, money and the ability to find the funds necessary for program delivery is sometimes all consuming. It seems like a lucrative market and you've got just the skills they need. This introduction will give you tips on how to penetrate that market and alert you to what some of those boundaries are so you can set yourself up for success.

Faculty: Kayte Connelly, CCT | Best Principled Solutions LLC

Location: Gallery 3, 2nd Floor

Interviewing Tips from the Employer's Perspective

An interview starts the moment you decide to submit your resume. There are key steps that job applicants should follow to be prepared for an interview from the moment you apply for the job, from the phone screen through to the interview and acceptance process. This session will provide helpful tips on the different interview styles you might encounter during your job search as well as types of interview questions. The concepts covered will help prepare any candidate from entry-level through seasoned professional for the interview process.

*Faculty: Melissa Landsmann, SPHR | Director of Human Resources - Accume Partners
Heather Dromgoole, SPHR | Vice President of Human Resources - Access Group, Inc.*

Location: Auditorium, Basement Level

10:15 – 10:45am Break & Consulting Stations

10:45am – 12:00pm Concurrent Session 2 (Repeated from Session 1)

Navigating Nonprofits

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Location: Gallery 3, 2nd Floor

Interviewing Tips from the Employer's Perspective

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Location: Auditorium, Basement Level

12:00 – 1:00pm Lunch on Your Own

1:15 – 2:30pm Concurrent Session 3

Job Search Tips that Get Interviews & Job Offers!

The current job market is unfamiliar territory for many job seekers. For those entering for the first time or those re-entering after long periods of employment, it is a new world. This requires job seekers to change their strategies to match the current market. This session will dig into the new realities for job seekers and offer a proactive plan of action that will help you distinguish yourself from the pack.

Faculty: Bob Wolk, Owner & Founder | Top Career Coaches

Location: Gallery 3, 2nd Floor

Staying Competitive in a Changing Nonprofit Sector

As today's nonprofit organizations evolve, grow and/or reinvent themselves, what staff and management skill sets will provide job seekers, and those wishing to advance their careers, with a competitive edge?

This workshop will provide an overview of:

- Current and Future Nonprofit Trends
- What core competencies are today's nonprofit employers looking for?
- Stages of Organization Development: The "evolution cycle" of Nonprofits
- Five Major Focus Areas of Nonprofits (and the requisite skills sets of each)
- Types of Nonprofits: Having a "passion for the Mission"

Faculty: Louise Polis, Career Transition Strategist | Career Pro Resume Center, Inc.

Location: Auditorium, Basement Level

2:30 – 3:00pm Break & Consulting Stations

3:00 – 4:15pm Concurrent Session 4 (Repeated from Session 3)

Job Search Tips that Get Interviews & Job Offers!

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Location: Gallery 3, 2nd Floor

Staying Competitive in a Changing Nonprofit Sector

Faculty: Louise Polis, Career Transition Strategist | Career Pro Resume Center, Inc.

Location: Auditorium, Basement Level

4:15 – 5:00pm Consulting Stations Open

5:00pm Conference Adjourns

Consulting Stations

8:30 am – 5:00 pm

Conference attendees can participate in 12 minute individual consulting briefs with subject matter experts on a first-come first-served basis at various Consulting Stations (the station descriptions are listed below).

Consulting stations are open all day, even during workshop sessions, to allow flexibility and to ensure that everyone has an opportunity to meet with the consultants.

Resume Critique:

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

Nonprofit Career Paths:

Local nonprofit career experts and nonprofit managers will assist you in aligning your core competency areas to take your career to the next level.

Volunteering 101:

Volunteer management professionals will provide advice on incorporating volunteer service into your job search strategy.

What to Prepare for and Bring to the Conference

Personal Amenities:

Be sure to bring your own water bottle and comfort items. Based on your personal preference, meeting rooms may be cooler or warmer than you prefer so please dress accordingly. Healthy snacks will be provided throughout the day.

Lunch:

Lunch is on your own so please feel free to bring a brown bag lunch or money for lunch at one of the numerous restaurants available in the vicinity of the African American Museum.

Career Tools:

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

Conference Faculty



Heather Dromgoole, SPHR | Vice President, Human Resources – Access Group, Inc.

Heather is currently the Vice President – Human Resources for Access Group, Inc, where she has worked since 2001. Her role provides direction for the organization's recruitment, compensation, benefits, performance management, workforce planning and employee relations issues. Prior to working at Access Group, Heather was a Senior Recruiter at Source One Personnel, specializing in placement of accounting and finance professionals. She currently serves on the Business and Technology Advisory Board for the Philadelphia Academies, is the Co-Chair of the College Relations Committee for Greater Valley Forge Human Resources Association, participates on the Programs Committee for the PenJerDel Employee Benefits Association, maintains a membership in the Young Professional Networking Group of the Philadelphia Chamber of Commerce and frequently volunteers as a facilitator for Interview Skills and Resume Writing workshops.



Kayte Connelly, CCT | Best Principled Solutions LLC

Kayte Connelly CCT, has over 30 years of experience in civic engagement. A schooled social worker and public administrator, Ms. Connelly became integrally involved in the community development through the pursuit of a public radio station license for songwriters in the Lehigh Valley in the late 70's. Having worked in business, education, with special populations, government and heavily in the arts, Ms. Connelly has honed skills and has acted as a successful change agent, designing systems that assist organizations in dreaming big and accomplishing those dreams. Using a holistic approach, Ms. Connelly enlists your vision to integrate yourself into your respective global community and invites you to stretch that vision. Additionally, she partners with key organizational development leaders to provide support services, such as pre-employment hiring assessments. Connelly is a certified ChangeWorks® Practitioner, Analyst and Trainer and an approved Standards for Excellence Consultant.



Melissa Landsmann, SPHR Director of Human Resources | Accume Partners

Melissa is the Director of Human Resources and has over 14 years of extensive HR experience, primarily in the finance, insurance and staffing industries. In her role at Accume, she oversees all aspects of human capital including recruiting, performance management, benefits, compensations, employee engagement processes and professional development, ensuring that talent management processes are aligned with organizational goals. Prior to Accume, Melissa's roles included HR Director at a finance consulting firm and generalist at DaimlerChrysler Financial Services. These positions, along with her human resources consulting positions while in the staffing industry, have given her experience in all aspects relating to the human capital of an organization, including compensation, benefits, strategic staffing, employee relations and internal client relationships. Melissa is a Certified Senior Professional in Human Resources (SPHR).



Louise Polis, Career Transition Strategist | Career Pro Resume Center

Now celebrating her 10th anniversary as owner of Career Pro Resume Center, Louise Polis, is an experienced career transitioner who dedicated twelve years to not for profit management for a broad range of organizations across the country, from startup to mature. She served as the first Executive Director of the Philadelphia Volunteer Lawyers for the Arts, and the last Executive Director of the Philadelphia Jaycees. She also served as Director of Public Relations of Sheltering Arms, the 4th largest United Way funded agency in Houston Texas, promoting 26 programs serving the needs of the independent elderly and the Director of Public Relations of the FoodBank of Santa Barbara County.



Bob Wolk, Owner & Founder | Top Career Coaches

Bob Wolk is the founder and owner of Top Career Coaches. Working through a team of professionals, Top Career Coaches provides compelling branding, persuasive /first class resumes, irresistible web portfolios, powerful strategies to identify & penetrate advertised & unadvertised jobs, effective tools to accelerate the job search & hyper-multiply networking contacts! Bob is also a successful start-up company entrepreneur & innovative marketeer who assists developing companies gain competitive edge & leadership position.



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Bold Text & Highlighted Background!

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- 2- Update your Resume (if needed)
- 3- Click on Upgrade your Resume

Career Conference Attendees entitled to 10% Discount

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Need Help? Contact support@opportunityknocks.org or call us at 888-656-6257