

# NOTHIN' BUT NET

*How networking can  
support your mission  
and save your sanity.*



## INTRODUCTION:

Or, where did Andrea come from?

## COFFEE HOUSE PRESS:

Or, why is it a nonprofit publisher?



COFFEE HOUSE  
PRESS



## NETWORKING:

How can networking support your mission and save your sanity?



# CASE STUDY:

Examples of what networking has done for my organization.

- A place to stay for a regional event.
- Office furniture.
- Design services.
- Legal services.



# OBSTACLES:

What gets in the way of attending networking functions?

- Too many grant deadlines.
- Donor acknowledgement process.



# DELEGATE:

Don't wait:



Delegate!

- Researching in the grants process.
- Filing.
- Thank you phone calls.
- Data entry.





# FINDING SUPPORT:



Who is already available?

- Donors
- Board members
- Interns



# FINDING SUPPORT:

If your organization does not already post unpaid internships, here is an easy process to get started

 **COFFEE HOUSE PRESS**

Home | Authors | Books | About | Blog | Contact | Events | Support

 

### PUBLISHING INTERNSHIP

Coffee House Press is a nationally known and renowned nonprofit publishing house located in Northeast Minneapolis. We publish annually twelve to fourteen books— novels, short stories, poetry, and literary essays.

An internship at Coffee House Press will introduce you to all aspects of a small literary publisher, and will give you skills that can also easily transfer to larger publishing houses and other careers, both in the arts and elsewhere.

**Editorial** duties include: reading and reporting on submissions (both in written and oral reports), sending out rejection letters, proofreading, filing, and manuscript log upkeep. Interns can also take initiative to learn copyediting skills and become familiar with computer book design programs.

**Marketing** duties include: clipping reviews and piecing together press releases, organizing author tours, sending out review copies, database upkeep, and other assorted clerical duties.

Internship hours are flexible, ranging from twelve to forty hours per week, for a total of 150 hours. At the completion of the internship, interns receive \$200 worth of discounted Coffee House titles, and a discount on all future purchases.

The application process is ongoing, and is competitive. To apply for the program please send:

- A cover letter explaining why you're applying for the program, along with your preferred start date
- A resume detailing your work and/or academic background
- Up to five pages of additional documents (e.g., references, work samples). Please do *not* send creative writing samples (poetry, stories, novel excerpts, memoir, and so on).

Mail or email materials to Anitra Budd, Managing Editor, 79 13th Avenue NE, Suite 110, Minneapolis, MN 55413; by fax: 612-338-4004; email: [anitra@coffeehousepress.org](mailto:anitra@coffeehousepress.org).

### Our Mission

The mission of Coffee House Press is to publish exciting, vital, and enduring authors of our time; to delight and inspire readers; to contribute to the cultural life of our community; and to enrich our literary heritage. By building on the best traditions of publishing and the book arts, we produce books that celebrate imagination, innovation in the craft of writing, and the many authentic voices of the American experience.



Help Us Brew Good Books

Home | Authors | Books | About | Blog | Contact | Events | Support

  

*Where good books are brewing*

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# RECRUITING SYSTEM:

Easy steps to recruiting:

- Determine your timeline.
- Write a description.
- Post it.
- Screen call.
- Interview.
- Reference check.
- Orientation.
- Delegate!





# POSTING SAMPLE:

## **Job description:**

Development Intern will work in a fast-paced and forward-thinking environment, with true hands-on opportunities. They may develop prospect lists, conduct research, support fundraising events, assist in data entry, or make personal asks. This position involved administrative assistance, event planning and implementation assistance, assembly and distribution of marketing materials, invitation calls, and donation requests as well as Internet research. The Development Inter position is available for 15-20 hours per week, for a 3-6 month period, beginning immediately. Some weekend work will be required.

The ideal candidate would be outgoing, self-motivated, a critical thinker, able to work with diverse groups of people, in addition to being proficient in MS Office programs and internet usage. In addition, candidates should have interpersonal, written, phone and database entry skills.

Ideal candidates will be currently pursuing a BA and interested in nonprofit fundraising or related field and be at their junior or senior level of study.

This is a volunteer position. College credit may be available depending on the requirements of your college or university.

## **Responsibilities:**

- » Working with development staff to improve programs
- » Conduct prospect research
- » Assist in coordinating events
- » Create documentation for projects worked on
- » Database entry (enter and update donor information)
- » Call local organizations for solicitations
- » Other duties as assigned



# RESOURCES:

**MINNESOTA COUNCIL OF NONPROFITS**

NONPROFIT JOBS SEARCH | BUY PUBLICATIONS | NONPROFIT YELLOW PAGES | REGISTER FOR EVENTS | JOIN MCN

### POST A JOB OPENING

To submit your job opening, complete the below form. Once your form is submitted, you will receive a confirmation. Postings for MCN nonprofit and businesses are required to pay a fee before their Beginning January 1, 2010, the fee for non-members \$99 per posting. Your posting will appear online with is received.

Click on the [?] indicators for more information or further include in specific fields. Fields with \* are required.

#### CONTACT INFORMATION - (For MCN use only register)

Contact Name \*  Phone \*

#### ORGANIZATIONAL INFORMATION

Organization Name \* (No acronyms, please.)

Navigation: HOME, SITE SEARCH, INFO CENTRAL, MEMBERSHIP FOR NONPROFITS, EVENTS, PUBLIC POLICY, MINNESOTA BUDGET PROJECT, ANNUAL CONFERENCE, ASSOCIATE MEMBERSHIP, CHAPTERS, ABOUT MCN

**UNIVERSITY of ST. THOMAS** NACElink CAREER SERVICES MANAGEMENT SYSTEM software by sympathy

### Sign In

Sign in | Forgot my password | Register (without posting a job to UST) | Register and Post a Job to UST (Recommended)

#### log-in

TommieCareers is the public posting site to recruit University of St. Thomas undergraduate and graduate students and alumni. See also: Specific sites to recruit [Graduate Business](#) and [School of Law](#) candidates.

If you are posting a position for On-Campus Interviewing, please go to our [eRecruiting site](#) instead.

The University of St. Thomas Career Development Center does not accept postings from private families/individuals. [More Info](#)

If you have any questions about the new site, please don't hesitate to contact us at 651-962-6761 or [career@stthomas.edu](mailto:career@stthomas.edu).

Please enter your E-mail address and password.

E-mail:  (your E-mail address)  
Password:

[Forgot Password](#)

NACElink software by sympathy NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and others.

**UNIVERSITY OF MINNESOTA**  
**GoldPASS** job, internship, and volunteer listings

### Employer Login

Welcome to the University of Minnesota Career Services System.

- Registered Users:** Enter your username and password below and click LOGIN.
- New Users:** If you have NOT registered with this site before, click the [Click Here to Register](#) link below to create a new account.

**Important:**

- Using a PC?** We recommend Internet Explorer version 6.0 or higher. If you need to upgrade or install your browser, click [here](#).
- Using a Mac?** We recommend Firefox version 1.5 or higher. If you need to upgrade or install your browser, click [here](#).
- You should disable any popup blocker when using this site.**

For further assistance, please contact a [Career Services office](#).

Username:   
Password:

[Click here to register!](#)



# SCREEN CALL:

1. What is your connection to our mission?
2. How does this position fit into your education/employment goals?
3. Recognizing that this position is unpaid, we want to respect that you may need to find another position that does pay you. What type of schedule are you looking for?
4. If you like them, schedule a face to face interview.



# INTERVIEW:

1. Reuse your screening questions.
2. Google behavior-based interview questions, choose a few that you like.
3. Make good eye-contact and try to get a feeling for the candidate's intentions.
4. Would you like to work with this person?
5. Will they represent your mission well?



# ORIENTATION:

Name \_\_\_\_\_

Date \_\_\_\_\_

## **Intern Orientation**

Schedule

Tour

Staff & Interns

Dress Code

Other expectations

Stock Projects

Specific Projects

Questions





# NETWORKING MADE EASY:

Now that you have more time...



# NETWORKING MADE EASY:



Goals for networking events:

- Find the greeter.
- What's your pitch?
- How many contacts?



# NETWORKING MADE EASY:



One on one meetings:

- Create an outline.
- What's your pitch?
- Who do you know that I should be talking to?



# WRAP UP:

Questions?

**Andrea's inspiration:**

Ginny



Dominic

