



MCN Nonprofit Job Board FAQ

Employers Table of Contents

1. Will I be charged to place a job posting on the MCN Nonprofit Job Board?
2. I belong to an MCN nonprofit member organization, but I don't have an MCN login. Can I still post for free?
3. How long will my posting stay live on the job board?
4. Can Associate members and nonmembers purchase bulk quantities of job postings at a discount?
5. Can I get a refund for unused job posting credits I've purchased?
6. Why is the Salary Information a required field?

Jobseekers Table of Contents

1. How much does it cost to create a jobseeker account?
2. How do I sign up to receive email alerts about job types or titles matching my interests?
3. How do I find jobs in my geographic area?

For Employers

1. Will I be charged to place a job posting on the MCN Nonprofit Job Board?

If you belong to an MCN nonprofit member organization, you may post openings for up to 30 days at no cost as part of your organization's membership benefits. To do so, you will need to log in to the job board site using the same individual MCN username and password you use on MCN's website.

Nonmembers and MCN associate (business) members may also post on the job board for a posting fee of \$179. To do so, you can either log in to the job board using your MCN username and password or create an account on the job board page. Discounts on the purchase of bulk quantities of posting credits are available (see question 4 for more information)

If you have an MCN online account, but don't remember your username and/or password, you can retrieve or reset your access information [here](#). If you are still having difficulty accessing your login information, please email info@minnesotanonprofits.org for assistance.

2. I belong to an MCN nonprofit member organization, but I don't have an MCN login. Can I still post for free?

Yes, but you'll first need to go to the MCN website and create an individual user account that is attached to your organization's membership. To do so:

1. Visit www.minnesotanonprofits.org
2. Click the LOGIN button in top right corner, then click "New User"
3. During the second step of the process, be sure to click the magnifying glass icon and search for your organization. This helps ensure you're attached to a record with membership attached.
4. Keep track of the username and password you select for future use. Think of this as your "forever account."

3. How long will my posting stay live on the job board?

By default, job postings will be live on the job board for 30 days from the published date. Employers can extend the length of a posting by 30 additional days by paying an upgrade fee (learn more on the pricing page).

Employers may also remove a job prior to the 30 days by logging in, accessing their posting on their account dashboard, and closing the posting.

4. Can Associate (Business) Members and Nonmembers purchase bulk quantities of job postings at a discount?

MCN provides discounts for nonmember and associate (business) members purchasing six or more job posting credits in a single transaction. The discount schedule is as follows:

MCN Job Board - Bulk Credit Pricing for Associate Members and Nonmembers

1 - 5 postings	\$179 each
6 - 10 postings	\$152.15 each (15% off)
11 - 25 postings	\$143.20 each (20% off)
26 - 50 postings	\$116.35 each (35% off)
More than 50 postings	\$89.50 each (50% off)

To access credits at these discounts, posters will need to log in to your existing account/profile on the job board (or create a new account/profile) on the job board and add NONMEMBER credits to your account. Once the quantity of credits moves into the discount quantities, the appropriate discount will show in the cart. Then, you simply need to check out as usual. [Watch this screenshot video to see how the process works.](#)

Note: Discounts cannot be applied retroactively to previous purchases of job postings or combined with purchases from separate accounts.

5. Can I get a refund for unused job posting credits I've purchased?

MCN will coordinate full refunds for purchased job posting credits if requests are received within three months of the original purchase. Requests submitted between three and twelve months of the original purchase will be granted partial refunds. Refund requests received one year or more after the original purchase date will not be granted.

6. Why is the Salary Information a required field?

At MCN, we believe that posting clear and accurate salary ranges saves time and effort for jobseekers and employers and leads to a more equitable employment environment.

Here are just a few reasons why posting salary ranges is beneficial for both employers and jobseekers:

- **Saves Time:** Far too often, employers spend countless hours reviewing resumes, scheduling and conducting interviews, only to find out that their salary range does not match the needs and expectations of the candidate. By posting salary ranges, employers save their hiring teams and jobseekers time by attracting only the candidates that feel the position fits their compensation requirements.
- **Supports Equitable Hiring Practices:** If the nonprofit sector truly seeks to nurture an inclusive and equitable employment environment, being transparent about salary ranges is one of the best places to start. Whether conscious or unconscious, bias can impact how some employers choose to compensate new hires. By setting and communicating clear salary ranges up front, nonprofits remove an unnecessary barrier to attracting the best candidates, regardless of race, ethnicity, age, or gender.
- **Increases Applicants:** Some studies have indicated an increase of 20-30 percent more applicants for job postings with salary ranges included, compared to those without. In a competitive hiring environment, nonprofits should take advantage of every tool available to attract a robust pool of talent to their organization?

For Jobseekers

1. How much does it cost to create a jobseeker account?

Absolutely nothing! The MCN Nonprofit Job Board is free to use for all jobseekers. By creating a free jobseeker account, you are able to provide information uniquely tailored to your history and job search.

Other reasons to create an account:

- Be noticed by more employers and notified of more positions that meet your needs.
- Track the jobs you've applied to and save jobs you are interested in.
- Be easily found by employers or not. Your information is only shared with your explicit consent.

2. How do I sign up to receive email alerts about job types or titles matching my interests?

When you create a jobseeker account on the MCN Nonprofit Job Board, you will have the option of setting up alerts based on keywords and/or job titles you feel match your job search best. You may update your alerts at any time.

3. How do I find jobs in my geographic area?

When searching for job openings, you will be able to narrow your search by geographic radius. All job postings will have a zip code entered. By entering the zip code and corresponding radius during your search, all jobs within those parameters should appear.