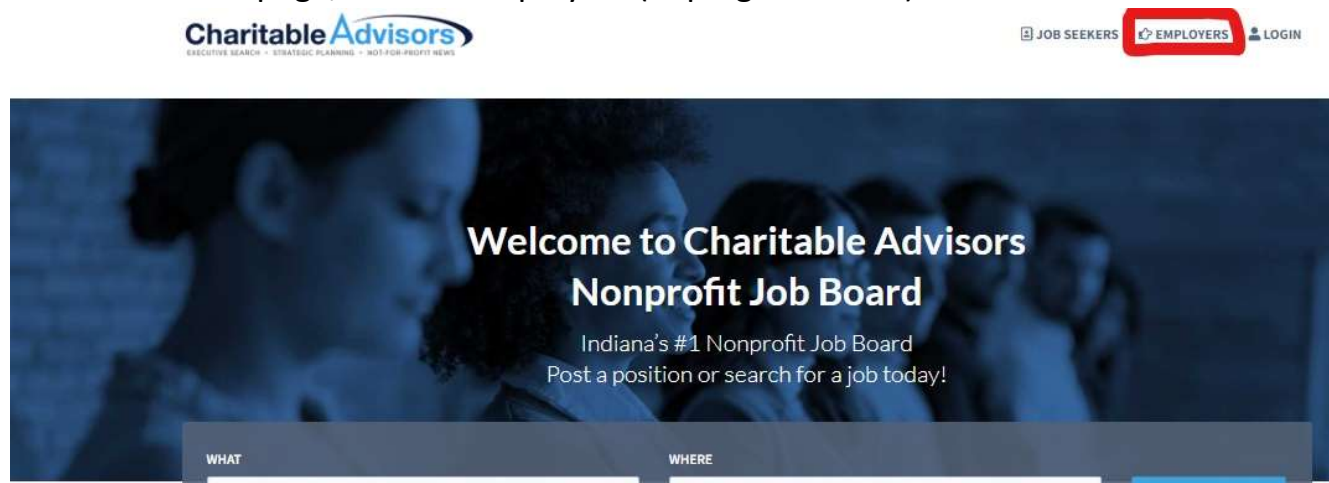


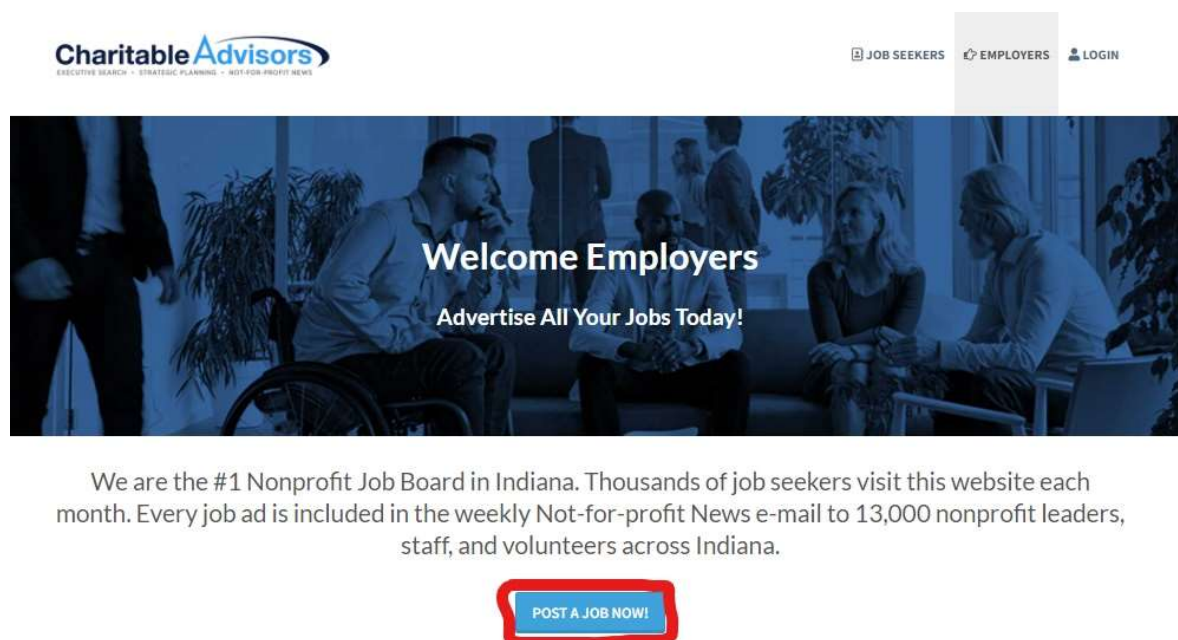
Welcome to Charitable Advisors' job board

As of April 26, 2022, Charitable Advisors is moving their job board from Exact Hire to Hiring Opps. Here are instructions to help you set up an account and place your first job ad. See page 4 for a discount code for job ads place through May 21, 2022. If you have further questions, contact Kristen at ads@notforprofitnews.com or Julie at Julie@charitableadvisors.com or (317) 979-9178.

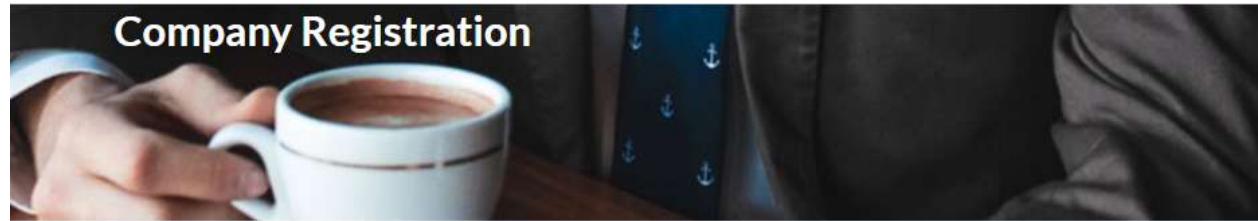
1. Go to <https://www.charitableadvisors.hiringopps.co/>
2. From the Home page, click on Employers (Top right toolbar)



3. Click on Post a Job



4. **Create an account** (Just this once!)
 - a. Enter your organization's contact information



Already Have An Account? [Log in](#)

Discover qualified job seekers sent directly to your inbox as they register or apply. Everything you need to fill your jobs!

COMPANY INFORMATION

Company Name *

Phone Number

Company Type *

Employer

- b. Check "I am the Administrator of this account" >> Click on Register

USER INFORMATION

First Name *

Last Name *

Email *

Password *

Confirm Password *

Mobile Number

☒ I am the administrator of this account

☒ Send me monthly newsletter and useful tips on marketing my jobs!

REGISTER

By creating an account, you agree to our [Terms of Use](#)

5. Two-Factor Authentication (Only this once while creating an account)
 - a. Select Send Code. A 5-digit code will be sent to your phone.

- b. Enter 5-digit code

6. Select the Job Ad package you wish to purchase
 - a. Charitable Advisors now offers additional packages

CharitableAdvisors
EXECUTIVE SEARCH • STRATEGIC PLANNING • NOT-FOR-PROFIT NEWS

COMPANY DASHBOARD COMPANY PROFILE ADMIN PROFILE LOGOUT

Select a Plan

Please select a Job Ad type.

	30 Day Job Post with 2 weeks in Newsletter \$245	45 Day Job Post with 2 Weeks in Newsletter \$275	45 Day Job Post with 4 weeks in Newsletter \$349	60 Day Job Post with 2 weeks in Newsletter \$299
Weeks in the Company Newsletter	2	2	4	2
Job Postings	1	1	1	1
	CHOOSE	CHOOSE	CHOOSE	CHOOSE

- b. Purchase Job Ad >> Use **75Off** discount code (Good through May 21, 2022)

Purchase Job Ads

Purchase Job Ads/Credits

JOB ADS

30 Day Job Post with 2 weeks in Newsletter \$245.00
ADD 1

45 Day Job Post with 2 Weeks in Newsletter \$275.00
ADD 1

45 Day Job Post with 4 weeks in Newsletter \$349.00
ADD 1

60 Day Job Post with 2 weeks in Newsletter \$299.00
ADD 1

JOB AD PROMOTIONAL TOOLS

Boost the engagement for your Job Ads

Featured on Job Board \$75.00
ADD 1

Order Details

30 Day Job Post with 2 weeks in Newsletter \$245.00

Company Employees 1

\$245.00

Coupon
Code: **75Off** -\$75.00

\$170.00

PROCEED TO NEXT STEP

CHANGE PLAN

c. Enter credit card information

Review and Purchase

Select Method

Credit Card

Credit Card

New Credit Card

Card Number *

1234 1234 1234 1234

Expiration

MM / YY

CVV *

CVC

Billing Name *

Julie Struble

Address *

Country *

Order Summary

30 Day Job Post with 2 weeks in Newsletter	\$245.00
\$75 Off	-\$75.00
	\$170.00

d. Payment details

CharitableAdvisors
EXECUTIVE SEARCH • STRATEGIC PLANNING • NOT-FOR-PROFIT NEWS

COMPANY DASHBOARD COMPANY PROFILE ADMIN PROFILE LOGOUT

COMPANY DASHBOARD

Account > Purchase Job Ads/Credits > View Order

View order

30 Day Job Post with 2 weeks in Newsletter

Add-ons

2 Weeks in the Company Newsletter

Payment Details

Order Date	Created By	Order status
4/20/22	Julie Struble	Completed
Total cost	Discount:	
\$170.00	\$75.00	

Recent Applications

Message Center

Messages

Jobs

Post New Job

Manage Jobs

Manage Media

Company Navigation

Manage Company Profile

Manage Users

View Profile

7. Upload your Job Ad (left toolbar under Jobs >> Post New Job)
 - a. Enter all required fields *
 - Internal Job Number is not required, and/or is for your own tracking purposes

Post New Job

STEP 1 - Primary Information **STEP 2 - Details and Requirements**

Job Description

Title *
 (Sample) HR Director

Job Type *
 Executive Leadership (CEO/ED/COO)

Internal Job Number

Description *

INSERT EXISTING MEDIA INSERT VIDEO

← → Paragraph **B** *I* [List Icons] [Indent Icons] [Source Code Icon]

Copy and paste job description or job ad copy.

b. Other details

- **PLEASE NOTE: URL (optional)** – this is where you enter a URL in order to bypass our system and redirect applicants to your own online application system, or job listing on your own website with application instructions. (use format https://www.....)
- For “City or State”, include both with no abbreviations. (Ex: Indianapolis, Indiana)
- Feature Your Job is a separate optional purchase

Job Seeker contact ⓘ *
 Julie Struble

URL to forward Applicants to your application system
 https://www.GoVirtualSolutions.com/executivedirector

Job Location

Country *
 United States

City State *
 Indianapolis, Indiana


Zip Code
 Zip Code

Address
 3334 Founders Road

☐ Job Seekers that require visa sponsorship now or will require it in the future will be considered for this position.
 ☒ Require Job Applicants to Attach a Resume
 ☐ Feature Job

Occupation *
 Nonprofit

Feature Your Job



Featured Jobs are placed strategically across our site to get you up to 5x more job seeker views! Please purchase the Featured Jobs Add-on or upgrade your subscription to feature your jobs.

PURCHASE FEATURED JOBS

CANCEL

SAVE DRAFT

PROCEED TO NEXT STEP

8. Find Applicants (Jobs >> Manage Jobs)
 - a. Under each Job Ad is a '# Applications'. The # is an active link to view applicants for that job.

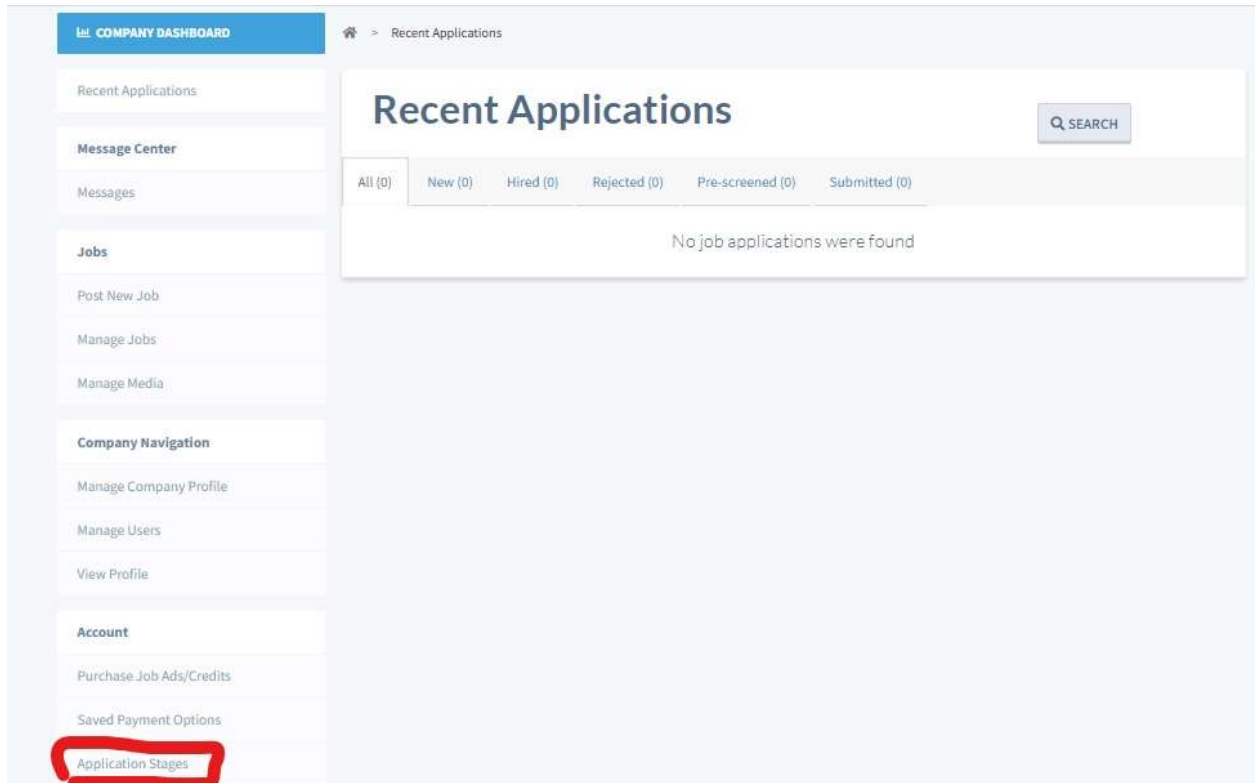
The screenshot displays the 'Manage Jobs' dashboard. On the left, the 'Jobs' section is highlighted, and 'Manage Jobs' is circled in red. The main content area shows a list of jobs. The first job is '(Sample) HR Director', which is marked as 'Active'. Below the job title, it indicates '0 views | 0 applications'. A red box highlights the '0 applications' text, and a handwritten red word 'Applications' is written next to it. The interface also includes a 'PURCHASE JOB CREDITS' button and a search bar.

- b. Applicants will be sorted by folders / stages

The screenshot shows the 'Recent Applications' page. The top navigation bar includes 'COMPANY DASHBOARD', 'COMPANY PROFILE', 'ADMIN PROFILE', and 'LOGO'. The left sidebar shows 'COMPANY DASHBOARD' and 'Recent Applications'. The main content area is titled 'Recent Applications' and features a search bar. Below the title, there are tabs for 'All (0)', 'New (0)', 'Hired (0)', 'Rejected (0)', 'Pre-screened (0)', and 'Submitted (0)'. The message 'No job applications were found' is displayed at the bottom of the main area.

9. OPTIONAL: Customize your own Applicant Stages

a. (Company Dashboard (left toolbar) Account >> Applicant Stages)



b. Rename or create new folders for the Applicant Stages

