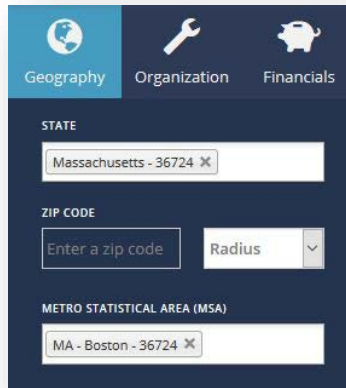


## Finding Organizations of Interest using Guidestar & LinkedIn

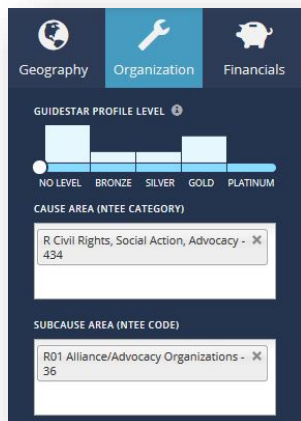
### GUIDESTAR

1. Visit Guidestar, the National Nonprofit database here: <https://www.guidestar-org.ezp-prod1.hul.harvard.edu/search#orgStructure> to find organizations of interest. (Go through Hollis to access free premium version)
2. Identify your priorities (some combination of geographic preference, organizational mission and type of job, and financials)
  - o **In the Geography Tab**, choose your preferred geographic area, if relevant



The screenshot shows the 'Geography' tab selected in the Guidestar search interface. It features three tabs: 'Geography' (active), 'Organization', and 'Financials'. Below the tabs are three filter sections: 'STATE' with a dropdown menu showing 'Massachusetts - 36724', 'ZIP CODE' with an input field 'Enter a zip code' and a 'Radius' dropdown, and 'METRO STATISTICAL AREA (MSA)' with a dropdown menu showing 'MA - Boston - 36724'.

- o **In the Organization Tab**, choose your preferred Cause Area (i.e., focus area) by the NTEE codes listed (A, B, etc.) and Subcause Area (i.e., type of work). For a bit of reference:
  - The top 3 focus areas for current HGSE students (according to CSO's fall survey) are B: Educational Institutions (28%), S: Community Improvement & Capacity Building (25%), and R: Civil Rights and Social Action, Advocacy (18%)
  - The top 3 types of work are 02: Management & Technical Assistance (31%), 05: Research Institutions (28%), and 01: Advocacy/Alliance (27%)

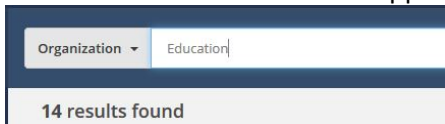


The screenshot shows the 'Organization' tab selected in the Guidestar search interface. It features three tabs: 'Geography', 'Organization' (active), and 'Financials'. Below the tabs is a 'GUIDESTAR PROFILE LEVEL' progress bar with five levels: NO LEVEL, BRONZE, SILVER, GOLD, and PLATINUM. Below the progress bar are two filter sections: 'CAUSE AREA (NTEE CATEGORY)' with a dropdown menu showing 'R Civil Rights, Social Action, Advocacy - 434' and 'SUBCAUSE AREA (NTEE CODE)' with a dropdown menu showing 'R01 Alliance/Advocacy Organizations - 36'.

- o **In the Financials Tab**, select \$1.5m+ in revenue and \$500k+ in total assets to start (you can modify from there)



3. Use the Search bar to further filter the opportunities.



4. Use this [Job Application Tracker](#) to keep track of your discoveries.

## LINKEDIN

1. Log onto the LinkedIn HGSE Alumni site: <https://www.linkedin.com/school/harvard-graduate-school-of-education/alumni/>
2. Filter alums:
  - By *Where they live, Where they work, and What they do*, and/or
  - By using the *Search* bar
3. Review profiles based on your filter criteria.
4. Record names of organizations, roles, etc. that are of interest to you in the [Job Application Tracker](#)