

Seeking Solutions and Sharing Resources to the Nonprofit Staffing Shortage

In response to a pressing theme raised by not-for-profit partners, the Jefferson Community Collaborative facilitated table conversations regarding the nonprofit staffing shortage. Attendees at the May 2023 Collaborative meeting worked with colleagues within the same service function to build connections, share assets, and identify possible solutions for improving the hiring process, employee onboarding, and retention. The culmination is the below summary document for our partners to utilize as they consider staffing for their organizations.

Question 1: What methods are you utilizing to advertise vacant positions? Share what mechanisms you have used in recruiting successful applicants.

- Job Boards
 - [Indeed](#)
 - [LinkedIn](#)
 - [Nonprofit talent](#)
 - [ACLA Website](#)
 - [PA CareerLink](#)
 - [Handshake](#)
 - [PULSE](#)
 - [AARP Senior Community Service Employment Program](#)
 - Local print/newspapers
- Networking
 - Direct relationships
 - Contacts
 - Word of mouth
 - Community partners
 - High Schools (youth positions)
 - Colleges/universities
- Staffing/Hiring Agencies
- Job/Hiring Fairs
- Volunteers/Interns
- Pipeline from intern and part-time to fulltime
- Loan forgiveness programs

Mechanisms Used (2nd part of Question 1):

- Competitive Salaries
 - Sign-on bonus
 - Salary transparency
- On-the-job training
- Hiring for lived experience
- Flexibility – hours and work from home

Question 2: Once recruited, share tips on what has been successful in onboarding staff.

- Relationship building with new hires
 - Interdepartmental meetings
 - One-on-one meetings

- Meetings with leadership
- Employee check-ins
- Annual review
- Employee feedback loop
- Provide employee handbook
- Employee mentoring/shadowing
- Communicate organization mission and values
- Training
 - Continuous/ongoing (daily, weekly, monthly)
 - Personal/Professional development

Question 3: Have you considered sharing staff or other resources to fill existing gaps?

- Organization examples
 - [tHRive](#)
 - Americorps/211 trains then shares with partners
 - Libraries
- Potentially HR, insurance, and marketing services work best
- Shared office space
- Cross-train employees and volunteers

Question 4: What strategies have you implemented to retain full-time staff?

- Salaries
 - Attentive to cost of living
 - Staying in line with bonuses/raises
 - Being transparent about salaries/budget
- Flexibility
 - Hybrid schedule
 - Overtime
 - Tasked based vs. Time based
- Career Path
 - Professional development
 - Succession planning
 - Staff team building activities
 - Promote from within
 - Hiring for passion, willingness to learn
- Staff appreciation
 - Treat staff with dignity and grace
- Benefits
 - 401k
 - Health Insurance
- Self-care for employees
 - Work-life balance
 - Mental health mindfulness