

HOW TO ADD A BOARD POSTING

CNM

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Add a Job Posting

Welcome Welcome Frederick Douglas. (Not Frederick Douglas, or want to do this for a different)

CNM member organizations get unlimited free job postings as part of their annual membership. If you are a current CNM member and your job posting is prompting you to pay, please make sure that your organization has a renewed membership for 2020. To renew your membership, click [here](#).

Job Post Pricing * Job Post (Member) - \$ 0.00

Email Address *

metkat@

Job Board Posting

Title of Job *

Please include "Board Member" in the title of the board posting

Organization *

Job Summary *

Source | X | Copy | Paste | Undo | Redo | Bold | Italic | Underline | Text Color | Background Color | Bulleted List | Numbered List | Indent Left | Indent Right | Decrease Indent | Increase Indent | Link | Unlink | Table | Table of Contents | Styles | Format | ?

How to find this page:

When you log into the [CNM website](#) you will be directed to your personal dashboard. From your dashboard, the "Post a Job" tab is the third from the left below the welcome sign.

Salary Range \$

Application Due Date

Job Type *

- select Job Type -

- Full-Time
- Part-Time
- Contract / Temp
- VISTA / AmeriCorps
- Board Member**
- Legal

Job Function *

- Administrative
- Clinician
- Educator
- Fundraising / Revenue Development
- Information Technology
- Other

Please select the "Board Member" job type



How much does it cost to post a board position?

As a CNM member, you can post unlimited board postings for FREE. As a non-member, there is a cost of \$150 per board posting. If you have an active CNM membership and it still shows a charge to post, please contact CNM at membership@cnm.org and our staff would be happy to review your account and assist with getting your board role posted.

How do I edit, remove or renew a board posting?

Currently, the only way to make any edits, updates, remove or renew positions is by a CNM staff member. We are looking at other options moving forward, but in the meantime, please contact CNM to notify us of any changes.

Board posting FAQ's:

- How long is my posting active for? Posts are active for 60 days. Please email us if it needs to be renewed.
- What fields are mandatory to be completed? Any field with an * is required to be completed.
- What should be included in the job title? Please include "board member" in the title.
- What job type should I select? Please choose "board member" for the job type.
- How long does it take for my post to be active? Please allow 24-48 hrs. for your job to be reviewed and posted.
- Can applicants apply directly with CNM? No - We do not have a database to store applications. Please direct applicants to your website or email to complete the application process.
- Can I send my board posting to CNM to post? Yes – we would be happy to post on your behalf.
- Which employees can post board roles? Employees within your organization who want to post on the job board must have specific permissions. Contact CNM to have permissions added to your or their role.
- Can members post for volunteers or interns? No – we ask that all positions posted are ONLY paid or board roles.
- Can my position be featured or placed at the top of the list? No – positions are posted in the order that they are received.
- What is the fastest way to renew my membership and have my role posted? We recommend renewing online with a credit card. The transaction is instant, and the posting can be processed immediately.