From your DANA dashboard, click Job Postings at the bottom of the left-hand menu.
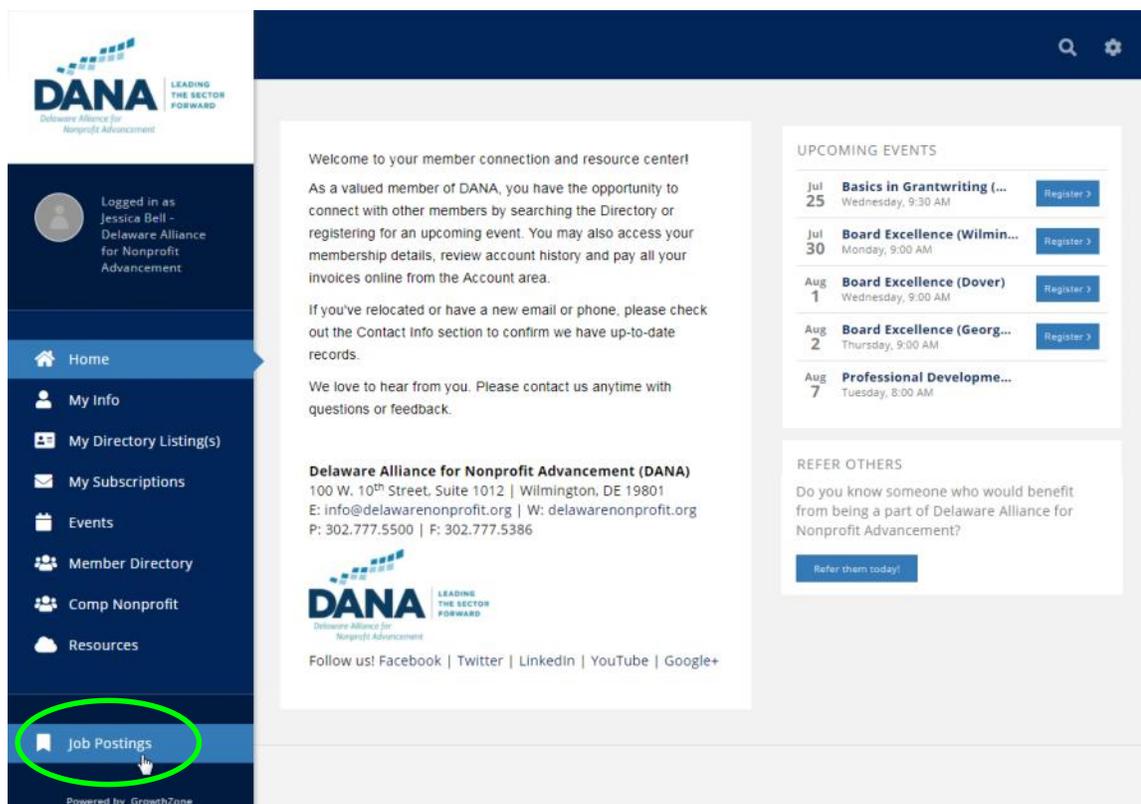
Once on the Job Postings page, click the Add button located in the top right-hand corner of the screen.
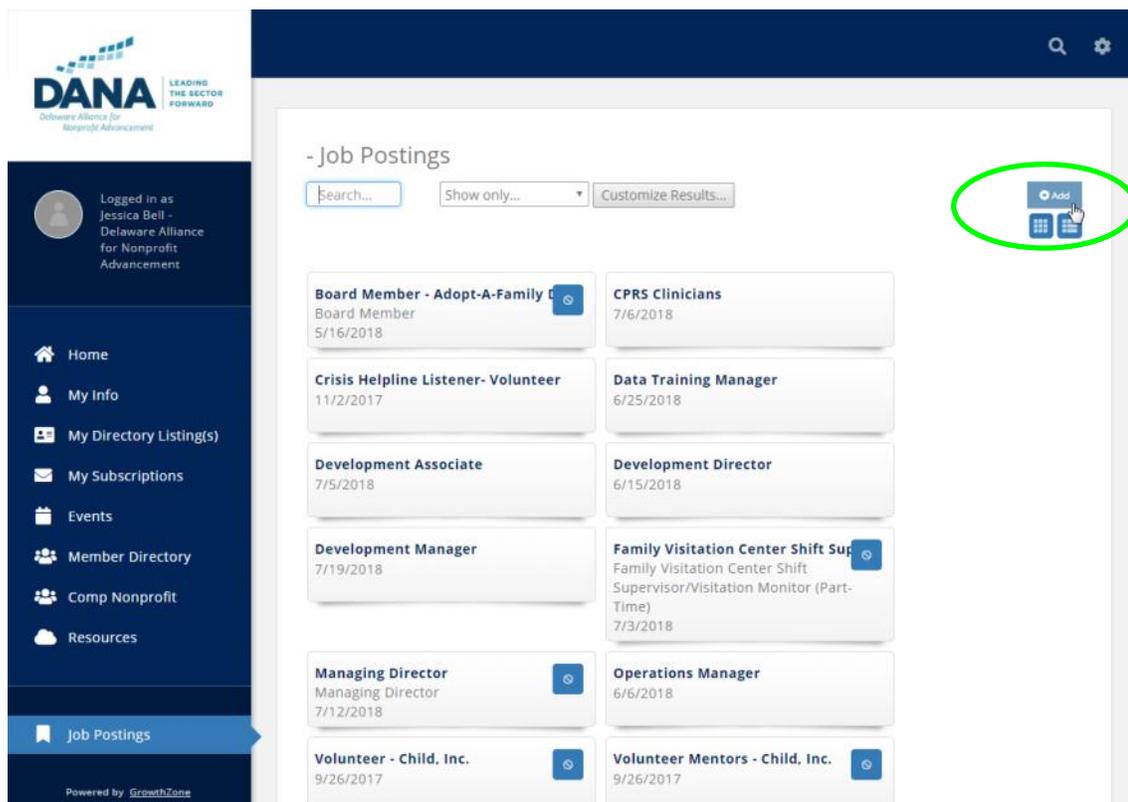
Fill in the details of your organization's open position, and click Done. The posting will be added to the DANA system as Pending. You will receive an email once your posting has been reviewed and Approved by DANA. Once Approved, your open position will go live on delawarenonprofit.org.

General   Images

Contact   Content
                                                                 Status
Jessica Bell   ▼   Draft

Title   Title of the
                                                                      ← open position

Tags
Add Tags   Keywords to help
                                                                    ← people find the
                                                                       open position. Not
Description   required.

B   I   U   S   x₂   x²   A▾   TI▾   🌢   ¶▾   ☰▾   ☷   ☷   —   🔗   🖼   ⊞

◭   ▸   </>

Type something   Date when the   No longer than 2 months
                                 ← position is available   from Publish Start Date →
Can be same as
Title. Helps with
Search.   Search Description   Publish Start   Publish End   Categories
                  ←
                     [   ]   [   ] 📅   [   ] 📅   None Selected ▾

                     Filter...

                     Job Type
                     -- Select as many options as apply --

                     Education Level
                     -- Select as many options as apply --

                     Experience Level
                     -- Select as many options as apply --

                     Job Function
                     -- Select as many options as apply --

                                                        Cancel   Done