

Instructions

The Nonprofit Coordinating Committee of New York's (NPCC) annual salary survey is underway and we need your help!

The data we collect informs our Salary Report and is critical to your ability to assess your organization's salary scales. It also helps your Board with its due diligence in setting executive compensation.

As a thanks for completing this survey, you'll receive a FREE copy of the final report (a \$250 value!).

Please read the following instructions carefully:

- Only provide information related to full-time employees.
- We understand that organizations may define their staff roles differently than the job descriptions/titles that we have included here. We have tried to be as broad-ranging as possible, therefore please choose the position that closest fits the employee's major job responsibilities based on the description of the role. If there is no such function leave it blank.
- If you have multiple staff members with the same title/role but different salaries, please calculate the average in order to best respond to the question.
- Do not include fringe in the value you provide for each salary.
- This survey is only focused on 501(c)3 nonprofits in the New York City-based area (the five boroughs, Westchester, and Long Island). If you are not in our catchment area, please do not respond to this survey.
- For your convenience, here is a PDF version of the survey if you need to print it out to prepare for your responses.

All contact information is confidential and will not be disclosed in the analysis or report. Survey results will be reported in the aggregate and will not be attributed to individual organizations. (We ask for your organization's name and the name of the person completing the survey in the event that we need clarification.)

If you have any questions, please contact Constance Ferber, Knowledge Director, at cferber@npccny.org.

Thank you for making this Salary Report as robust and useful as possible.

Organization Demographics

* 1. Please select your organization's NTEE category/primary activity:

* 2. Select your organization's annual expenses (i.e. operating budget size):

- Under \$125,000
- \$125,000 - \$249,999
- \$250,000 - \$499,999
- \$500,000 - \$749,999
- \$750,000 - \$999,999
- \$1 million - \$2,999,999
- \$3 million - \$4,999,999
- \$5 million - \$9,999,999
- \$10 million - \$19,999,999
- \$20 million - \$39,999,999
- \$40 million - \$59,999,999
- \$60 million - \$99,999,999
- Over \$100 million

Administrative and Operational Roles

3. Enter the annual salary for the role of Receptionist:

Responsible for greeting visitors, answering phones, scheduling.

4. Enter the annual salary for the role of Administrative Assistant:

Responsible for providing administrative and clerical support to senior leadership and may coordinate the work of other support staff.

5. Enter the annual salary for the role of Executive Assistant:

Responsible for providing administrative and clerical support directly to the Executive Director/CEO/President and supporting board activities including but not limited to preparing Board meetings, minutes, and materials.

6. Enter the annual salary for the role of Office Manager:

Responsible for organizing office operations and procedures, including but not limited to managing correspondence, basic bookkeeping, filing, requisition of supplies, office procedures, vendor contracts.

7. Enter the annual salary for the role of Operations Manager:

Responsible for managing the resources necessary to achieve the organization's mission and is responsible for the day-to-day operations, this may include organizational strategies, HR, and financial support.

8. Enter the annual salary for the role of Chief Operating Officer/Director of Operations:

Responsible for overseeing the administrative and operational aspects of the organization.

Advocacy Roles

9. Enter the annual salary for the role of Community Organizer:

Responsible for grassroots outreach efforts, advocacy campaigns, and recruiting and training volunteers to support the outreach efforts of the organization.

10. Enter the annual salary for the role of Policy Analyst/Strategist:

Responsible for the strategy, research, and analysis of legislative and policy goals of the organization.

11. Enter the annual salary for the role of Organizing Director:

Responsible for developing and managing grassroots organizing, engaging and collaborating with community leaders, and strategies for increasing awareness. May supervise staff.

12. Enter the annual salary for the role of Government Relations Director/Policy or Advocacy Director:

Responsible for developing, organizing, tracking, and directing the federal, state, and/or local advocacy efforts for the organization. May supervise staff.

Communications/Marketing

13. Enter the annual salary for the role of Communications/Marketing Assistant/Associate:

Responsible for providing administrative support around the organization's communications, marketing, and/or public relations efforts. Supports the implementation of communications activities and brand management.

14. Enter the annual salary for the role of Communications/Marketing Coordinator:

Responsible for coordinating the organization's communications, marketing, and/or public relations efforts, such as market research and analysis, content generation and marketing materials, social media, and brand management.

15. Enter the annual salary for the role of Communications/Marketing/Public Relations Manager:

Responsible for managing and executing the organization's communications, marketing, and/or public relations efforts, such as content generation and marketing materials, social media, brand management, press releases and press relations. May supervise staff or volunteers.

16. Enter the annual salary for the role of Creative/Graphic Design Manager:

Responsible for managing and executing creative and visually interesting promotional campaigns and materials to enhance the organization's image.

17. Enter the annual salary for the role of Chief Communications/Marketing Officer/Director of Communications/Marketing:

Responsible for setting communications, marketing, and/or public relations strategies and developing, organizing, and directing the organization's efforts around branding, media, communication materials and publications, and overall messaging to external stakeholders. Likely supervises staff.

Facilities Roles

18. Enter the annual salary for the role of Driver:

Responsible for driving trucks or cars for the purpose of picking up, delivering or transporting individuals and materials.

19. Enter the annual salary for the role of Janitor or Custodian:

Responsible for the sanitary conditions and daily maintenance of the organization's space.

20. Enter the annual salary for the role of Security Guard:

Responsible for monitoring and guarding the organization's space and preventing theft or harm.

21. Enter the annual salary for the role of Maintenance Worker:

Responsible for the maintenance of the organization's buildings, grounds, and/or vehicles .

22. Enter the annual salary for the role of Facilities Manager:

Responsible for managing the maintenance, repair, and cleaning of the organization's space.

Financial Management

23. Enter the annual salary for the role of Bookkeeper:

Responsible for maintaining books and records of business transactions and prepares monthly financial reports for the organization.

24. Enter the annual salary for the role of Accountant:

Responsible for the organization's general accounting and monthly reconciliations.

25. Enter the annual salary for the role of Accounting Manager:

Responsible for managing and maintaining accounting systems, procedures, and reports. May supervise other staff.

26. Enter the annual salary for the role of Finance Manager:

Responsible for managing and executing financial strategies for the organizations, such as reviewing reports, monitoring accounts, preparing reports and financial forecasting. May supervise staff or volunteers.

27. Enter the annual salary for the role of Comptroller:

Responsible for overseeing all finance, accounting and reporting activities. May supervise other staff and may report to the Board of Directors.

28. Enter the annual salary for the role of Chief Finance Officer/Director of Finance:

Responsible for setting financial strategies and developing, organizing, and directing the organization's financials, budgeting and planning processes, annual audit, and financial policies and procedures. Likely supervises staff and may report to the Board of Directors.

Fundraising

29. Enter the annual salary for the role of Development Assistant/Associate:

Provides administrative support around the organization's fundraising efforts.

30. Enter the annual salary for the role of Development Coordinator:

Responsible for coordinating fundraising activities and may be responsible for special events, direct mails, grant development, sponsorships, annual appeals, and reporting.

31. Enter the annual salary for the role of Grant Writer:

Responsible for planning, researching, and writing grants and reports for funding from government, foundation, and/or corporate sources.

32. Enter the annual salary for the role of Grant Manager:

Responsible for managing the overall grant efforts for the organization, this includes research, writing, designing, implementing, reporting and making sure the organization complies with grant requirements.

33. Enter the annual salary for the role of Special Events Manager:

Responsible for planning and managing the organization's fundraising events.

34. Enter the annual salary for the role of Development Manager:

Responsible for managing and executing the organization's fundraising efforts, grant development, annual appeals, reporting, campaigns, and donor relations. May supervise staff or volunteers.

35. Enter the annual salary for the role of Director of Individual Giving:

Responsible for developing, organizing, and directing the organization's program around individual giving and/or planned giving. May supervise staff.

36. Enter the annual salary for the role of Director of Corporate Relations:

Responsible for developing, organizing, and directing the organization's program around corporate relations and sponsorships. May supervise staff.

37. Enter the annual salary for the role of Director of Foundation Relations:

Responsible for developing, organizing, and directing the organization's program around institutional relations, grants, and sponsorships. May supervise staff.

38. Enter the annual salary for the role of Chief Development Officer/Director of Development:

Responsible for setting fundraising strategies and developing, organizing, and directing the organization's fundraising efforts, such as fundraising campaigns, major gifts, special events, capital campaigns, and donor relations. Likely supervises staff.

Human Resources

39. Enter the annual salary for the role of Human Resources Assistant/Associate:

Responsible for providing administrative support around the organization's human resource efforts and payroll.

40. Enter the annual salary for the role of Human Resources Coordinator:

Responsible for coordinating human resource activities and for one or more of the organization's human resource functions, including but not limited to maintaining employee records, payroll, updating policies and procedures, and coordinating recruiting, hiring and performance reviews.

41. Enter the annual salary for the role of Human Resources Manager:

Responsible for managing and executing plan for one or more of the organization's human resource activities, including but not limited to staffing plans, benefits, compensation, performance reviews, human resource policies and procedures, coordinating training and professional development opportunities. May supervise staff or volunteers.

42. Enter the annual salary for the role of Chief Human Resources Officer/Director of Human Resources:

Responsible for setting HR strategies and developing, organizing, and directing human resources activities for the organization, including but not limited to staffing plans, performance reviews, human resources policies and procedures, compensation, benefits, training and professional development. Likely supervises staff.

Leadership

43. Enter the annual salary for the role of Deputy Director/Vice President:

Responsible for administering programs and operations of the organization; supports the Executive Director with executing the organization's vision and strategic plan. Likely supervises staff.

44. Enter the annual salary for the role of Chief Executive Officer/Executive Director/President:

Responsible for overseeing the financial, operational, and programmatic work of the organization and for the strategic direction. Reports to the Board of Directors.

Legal

45. Enter the annual salary for the role of Legal Assistant:

Responsible for providing administrative support to legal team and assisting lawyers with screening client calls, typing business correspondence and taking meeting minutes.

46. Enter the annual salary for the role of Paralegal or Law Clerk:

Responsible for conducting research and interviews, drafting legal documents, maintaining files and dockets for the organization's advocacy and legal services.

47. Enter the annual salary for the role of Attorney:

Responsible for providing legal counsel and guidance to the organization or legal services to the organization's constituents.

48. Enter the annual salary for the role of Senior Attorney:

Responsible for providing legal counsel and guidance to the organization or legal services to the organization's constituents. Supervises the work of other attorneys.

49. Enter the annual salary for the role of Chief Legal Services Officer/Director of Legal Services:

Responsible for developing, organizing, and directing the activities of the organization's legal department, including but not limited to providing legal advice and interpretation, managing legal team, track policy developments, and may represent the organization in legal matters. Likely supervises staff.

50. Enter the annual salary for the role of General Counsel:

Responsible for advising the organization on legal matters and legal implications concerning internal and external policies. Likely supervises staff.

Measurement & Evaluation

51. Enter the annual salary for the role of Research/Evaluation Assistant/Associate:

Responsible for providing administrative support around the organization's research and evaluation efforts.

52. Enter the annual salary for the role of Research/Evaluation Coordinator:

Responsible for coordinating the organization's research and evaluation processes and ensuring data collection processes are in place for analysis.

53. Enter the annual salary for the role of Research/Evaluation Manager:

Responsible for managing, monitoring, and analyzing the organization's research and evaluation processes, such as collecting and disseminating data on programs, reviewing data, outcomes, surveys, and trends. May supervise staff or volunteers.

54. Enter the annual salary for the role of Strategic Initiatives Manager:

Responsible for managing, monitoring, and analyzing the organization's strategic vision and programmatic goals.

55. Enter the annual salary for the role of Research/Evaluation Director:

Responsible for setting the evaluation strategies and developing, organizing, and directing the organization's use of research and evaluation in order to determine impact of programs and services and monitoring progress to goals. Likely supervises staff.

56. Enter the annual salary for the role of Director of Strategic Initiatives:

Responsible for developing and organizing the strategic vision and goals of the organization's programmatic and operational work. May supervise staff.

Technology

57. Enter the annual salary for the role of Website Manager/Coordinator:

Responsible for publishing content on the organization's website, designing layout, and updating themes and functionality to increase online presence.

58. Enter the annual salary for the role of Database Manager:

Responsible for planning, organizing, and implementing database designs and monitoring database performance.

59. Enter the annual salary for the role of Network Administrator:

Responsible for maintaining, repairing, and upgrading the organization's network and computer systems.

60. Enter the annual salary for the role of Chief Information Technology Officer/Director of Technology:

Responsible for setting information technology strategies and developing, organizing and directing the organization's information management systems and programs, including but not limited to system security, database administration, infrastructure support, and website development. May supervise staff.

Programs

General

61. Enter the annual salary for the role of Programs Assistant/Associate:

Responsible for providing administrative and logistical support to the organization's programmatic work and department.

62. Enter the annual salary for the role of Programs Coordinator:

Responsible for coordinating and supporting the planning and execution of the organization's programs and new initiatives.

63. Enter the annual salary for the role of Volunteer Coordinator:

Responsible for coordinating volunteers that support the organization's programs and services by maintaining schedules and supporting recruitment and engagement efforts.

64. Enter the annual salary for the role of Volunteer Manager:

Responsible for managing and supervising volunteers that support the organization's programs and services through recruitment, engagement and retention efforts. May supervise staff.

65. Enter the annual salary for the role of Programs Manager:

Responsible for managing and executing the organization's programs and new initiatives, measuring and monitoring program success, training and communicating with staff. May supervise staff and volunteers.

66. Enter the annual salary for the role of Project Manager:

Responsible for overseeing the planning, implementation, and tracking of specific short-term projects with an end and specified deliverables.

67. Enter the annual salary for the role of Chief Programs Officer/Director of Programs:

Responsible for setting program strategies and developing, organizing, and directing programs and program implementation, partnerships, new initiatives, and department budget. Likely supervises staff.

Culture/Arts

68. Enter the annual salary for the role of Curator:

Responsible for planning, displaying and managing artistic and cultural collections at an exhibit or museum .

69. Enter the annual salary for the role of Sales Manager:

Responsible for planning and coordinating the ticket sales for the organization.

70. Enter the annual salary for the role of Exhibits Manager:

Responsible for planning and managing the organization's exhibits or artifacts. May supervise staff.

71. Enter the annual salary for the role of Production Manager:

Responsible for planning and managing the technical operations of a theater, radio, or video. May supervise staff.

72. Enter the annual salary for the role of Artistic Director:

Responsible for setting the creative and artistic direction for the organization's programs. Likely supervises staff.

Direct Service

73. Enter the annual salary for the role of Case Manager:

Responsible for providing case management support and referral services to constituents.

74. Enter the annual salary for the role of Counselor:

Responsible for providing emotional and psychological support and offering guidance to the organization's constituents. They often work towards addressing substance abuse, trauma, depression, relationships.

75. Enter the annual salary for the role of Therapist:

Responsible for providing assessment, counseling, therapy and support to the organization's constituents.

76. Enter the annual salary for the role of Job Coach:

Responsible for training and coaching clients/constituents as potential employees to perform specific job tasks and helping with interpersonal skills.

77. Enter the annual salary for the role of Social Worker:

Responsible for providing support services for constituents, which may include conflict resolution and counseling services.

78. Enter the annual salary for the role of Director of Social Work:

Responsible for setting programmatic strategies and developing, monitoring, and directing clinical service activities. Likely supervises staff.

Education

79. Enter the annual salary for the role of Teaching Assistant:

Responsible for coordinating daily classroom activities in a hands-on learning environment.

80. Enter the annual salary for the role of Teacher (Childcare):

Responsible for educating students and managing their educational needs and daily classroom activities.

81. Enter the annual salary for the role of Teacher (Elementary and/or High School):

Responsible for educating students and managing their educational needs and curriculum development.

82. Enter the annual salary for the role of Librarian:

Responsible for selecting, developing, and classifying library resources.

83. Enter the annual salary for the role of Guidance Counselor:

Responsible for supporting students with coursework or emotional needs, developing skills, or preparing for continuing education or careers.

84. Enter the annual salary for the role of Director of Education:

Responsible for setting and directing strategies and developing and overseeing all aspects of education programs. Likely supervises staff.

85. Enter the annual salary for the role of Principal:

Responsible for developing and directing strategies around the organization's educational programs, activities, curriculum, etc. Supervises teachers and other school personnel.

Food Services

86. Enter the annual salary for the role of Cook:

Responsible for reviewing menus and preparing, seasoning, and cooking food .

87. Enter the annual salary for the role of Food Services Manager:

Responsible for managing and coordinating activities around preparing and serving food, purchasing supplies, selecting menus, and ordering food. Likely supervises staff.

Housing

88. Enter the annual salary for the role of Shelter Manager:

Responsible for planning and managing residential treatment facilities or shelters and its daily operations .

89. Enter the annual salary for the role of Housing Specialist:

Responsible for assisting individuals and families with finding affordable housing.

90. Enter the annual salary for the role of Director of Resident Services:

Responsible for planning, directing and managing the organization's residential programs and services. Likely supervises staff.

Medical Services

91. Enter the annual salary for the role of Medical Assistant:

Responsible for maintaining patient records and preparing patients for examination and physical tests.

92. Enter the annual salary for the role of Community Health Worker:

Responsible for outreach services, community education, advocating for the needs of the community, and serving as liaison between health and human services and the community.

93. Enter the annual salary for the role of Nurse Practitioner:

Responsible for performing physical examinations on patients and promoting good health and disease prevention techniques.

94. Enter the annual salary for the role of Registered Nurse:

Responsible for providing and coordinating patient care.

95. Enter the annual salary for the role of Nutritionist:

Responsible for managing nutritional programs that assist in promoting health and the control of disease and may counsel individuals.

96. Enter the annual salary for the role of Clinical Manager:

Responsible for planning and managing the nursing and patient activities, such as patient care and resource managements. May supervises staff.

97. Enter the annual salary for the role of Physician:

Responsible for examining patients, taking medical histories, prescribing medications, and ordering tests.

98. Enter the annual salary for the role of Clinical Director:

Responsible for developing, organizing, and directing the medical and health services of the organization. Likely supervises staff.

Membership

99. Enter the annual salary for the role of Membership/Outreach Coordinator:

Responsible for coordinating and supporting the organization's membership activities, including outreach, engagement, retention, and answering questions related to member services.

100. Enter the annual salary for the role of Membership/Outreach Manager:

Responsible for managing and executing the organization's membership activities, including outreach, engagement, retention, and managing member services. May supervise staff or volunteers.

101. Enter the annual salary for the role of Director of Membership:

Responsible for setting membership strategies and developing, organizing, and directing the organization's membership activities and services. Likely supervises staff.

Philanthropy

102. Enter the annual salary for the role of Program Officer:

Responsible for overseeing program development, seeking grants and proposals, managing projects and relationships with grantees.

Other

103. If there are other program-related job titles that are missing, please indicate the title and respective salary:

Job Title:

Salary:

Job Title:

Salary:

Job Title:

Salary:

Job Title:

Salary:

Benefits

Please fill out these brief questions about your organization's benefit offerings. Your responses will help us develop questions for a separate benefits survey.

* 104. How does your organization offer the following employee benefits?

	Full coverage	Partial coverage	Not offered	Not Sure
Accident insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bereavement leave	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Commuter benefit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dental insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dependent care assistance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee assistance program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Flexible spending account	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Flextime	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health savings account	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Jury duty leave	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Life insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Long-term disability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Membership or discount programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Paid holidays	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Paid personal leave days	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Paid sick days	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Paid vacation days	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parental leave	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public service loan forgiveness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Retirement plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Short-term disability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tuition reimbursement/assistance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vision insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

105. Are there other benefits your organization provides that are not listed above? If so, please describe below.

106. Please provide your contact information so that we can send you the final report and follow up with any necessary questions:

Name

Organization

Email Address

Phone Number