

THE NONPROFIT TIMES
The Leading Business Publication For Nonprofit Management

2009 | Nonprofit Organizations Compensation & Benefits Survey



Providing Compensation and Benefit Reports for the Nonprofit Sector

Nationwide Individual Position Compensation Report
Administrative Assistant, Intermediate Level

Reports provided by
BLUEWATER
NONPROFIT SOLUTIONS



2009 Nonprofit Organizations Nationwide Individual Position Compensation Report

We would like to thank our 2009 steering committee for their support and assistance in developing this survey.

American Heart Association
Boys and Girls Clubs of America
Community Health Charities of America
Habitat for Humanity International
Juvenile Diabetes Research Foundation International

About The NPT Publishing Group

The NPT Publishing Group publishes 24 issues of The NonProfit Times magazine issues per year. They also publish 6 issues of Exempt Magazine, a stand-alone magazine which provides financial information for the largest nonprofits, have 2 websites which are updated constantly, put out 5 separate eNewsletters for nonprofits (*NPT Weekly*, *NPT Instant Fundraising*, *NPT TechnoBuzz*, *NPT Jobs* and *Exempt*), along with a series of educational webinars, desktop delivery, custom email blasts and Tradeshow eNewsletters. Visit www.nptimes.com.

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Bluewater Nonprofit Solutions is a nationwide leader in providing surveys, management consulting and credit card processing to nonprofit organizations. The company was founded by former nonprofit executives with more than 25 years of leadership experience. Bluewater provides customized compensation, constituent engagement and customer satisfaction surveys to meet the needs of all nonprofit organizations. Bluewater's management consulting services help nonprofit executives grow revenue, reduce costs and manage organizational performance to improve mission delivery. Bluewater offers guaranteed savings on credit card processing costs, and can provide you with everything you need to accept donations on your website, through the mail, by phone, and at special events. To learn more, visit www.bwnps.com.

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To learn how you can create your own customized survey or to participate in the 2010 Nonprofit Organizations Compensation and Benefits Survey, please send an email to us at info@bwnps.com.

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Introduction

Developing the Survey

The 2009 Nonprofit Organizations Compensation and Benefits Survey was designed to address the unique compensation and benefit practices of nonprofit organizations. Prior to developing the survey, extensive research was completed to ensure the survey reports would address the needs of the nonprofit sector. A steering committee comprised of human resource professionals from leading nonprofit organizations provided guidance and direction throughout the survey development process. The 2009 Nonprofit Organizations Compensation and Benefits Survey uses a state-of-the-art online questionnaire to collect total cash compensation data on 324 nonprofit specific positions from entry level to the executive office. Detailed benefits information covering plan costs, participation rates and eligibility are collected for medical, dental, vision, life, disability, and retirement plans. More than 35 general benefit offerings from employee leave to telecommuting are covered as well. An executive benefits section provides additional information regarding executive perks and employment agreements.

Data Effective Date

Survey participants were asked to provide data effective as of October 1st, 2008.

Data Sources

Participation in the survey was open to all U.S. based nonprofit organizations. All Data within the 2009 Nonprofit Organizations Compensation and Benefits Survey was obtained directly from nonprofit organizations. As a condition to participating in the survey, each participant was asked to verify that they were an employee that had been authorized by their organization to provide the information requested in the survey. Additionally, they acknowledged that they would provide accurate survey information regarding the organization. No third party data was used in this report.

Data Confidentiality

The data within this report is presented in aggregate to protect the confidentiality of those organizations that participated in the 2009 Nonprofit Organizations Salary and Benefits Survey. In the case where organization specific data could possibly be identified, the results have not been published or the presentation of the data has been changed to protect the identity of the organization.

Survey Participant Custom Reports

Organizations that participated in the 2009 Nonprofit Organizations Salary and Benefit Survey had the option to purchase a detailed survey report customized for their organization. Each report includes the organization's specific data to allow for quick and easy comparisons with relevant organizations. All other data used within the report for comparison purposes is presented in aggregate to protect the confidentiality of those organizations that participated in Survey.

Survey Data Collection

Data for the 2009 Nonprofit Organizations Compensation and Benefits Survey was collected through an online questionnaire on the Bluewater Nonprofit Organizations Surveys website. The survey completion process ran from November 24, 2008 through February 2009. Prior to completing the questionnaire, participants were asked to register and verify they were authorized by their organizations to complete the survey. Participation in the survey was promoted through a variety of channels.

Survey Participation

The NonProfit Times invited its subscribers to participate in the survey through a series of vehicles including email communications, advertisements on its website and print and electronic advertisements in its magazines, newsletters and publications. Bluewater Nonprofit Solutions promoted participation in the survey through emails to its customers and by advertising on its website.

Survey Completion

Organizational Data

Survey participants were asked to provide information about their nonprofit organization to make it possible for the survey results to be displayed by operating budget size, number of full time employees, geographic region and organizational focus (National Taxonomy of Exempt Organizations classification). This data is used extensively throughout the report.

Position Matching and Entering Compensation Data

Prior to completing the compensation section of the questionnaire, participants were asked to match the organization's positions to benchmark jobs found in one of 30 job families. Job families are used to group relevant jobs together by functional area of responsibility (e.g. all income development jobs). The survey questionnaire makes use of benchmark jobs during the position matching process to accommodate for the many differences between the size, focus, and programs offered by nonprofit organizations. Because of these differences, similar job titles used across multiple organizations are likely to have differing levels of responsibility and scope associated with them. The use of benchmark jobs helps level the playing field by asking survey participants to match their organization's positions to a predefined list of positions using job descriptions, not job titles.

Once the appropriate benchmark jobs were selected, participants were asked to enter compensation data for each position. Participants were instructed to enter data for full time employees only and to match employees to only one benchmark job description. If more than one employee was being reported for a position, participants were asked to provide average annual compensation data for the group. The majority of the fields on the Position Entry page were mandatory to ensure data completeness. Participants were given the option to enter the position title used by their organization.

Organizations that completed the survey by the deadline were provided a complimentary summary report of the survey results.

Data Quality Control

The online survey questionnaire was designed with functionality and tools that help survey participants provide accurate data. A series of business rules are used during the data entry process. These business rules help improve the quality of the survey data by providing data validation in real time. Once participation in the survey was closed, a series of additional data quality checks are made. Survey participants were contacted directly to verify suspect responses, and changes were made to the survey participant's data as necessary.

As part of the quality control process, data display rules are used to determine what information is presented throughout the report. The following data display guidelines are utilized throughout the report.

Position Data Titles Removed For Insufficient Data

Individual job Title reports are not displayed where less than 5 organizations have provided a response. In cases where less than 5 responses are available, the data is still used for the aggregated data reporting in the Job Family and Operating Unit Compensation Cost & Practices reports.

Survey Responses Not Displayed

Survey responses are displayed as a hyphen (-) in cases where the data is considered invalid or an insufficient number of organizations provided a response to the survey questions. In the case where a zero is displayed, this data should be considered valid and the response accurate.

Displaying Statistical Data (AVG, MIN, 25th PCTL, Median, 75th PCTL, MAX)

The key statistical measures of Average (AVG), Minimum (MIN) value, 25th Percentile (25th PCTL), Median, 75th Percentile (75th PCTL), and Maximum (MAX) value are used to display data throughout the report. In cases where less than 4 organizations have provided valid data, only the AVG field will display data. All other statistical fields will display a hyphen (-) when data is not available.

Overview of Survey Participants

Characteristics of Participating Organizations

This section provides information about the 550 nonprofit organizations that completed the 2009 Nonprofit Organizations Compensation and Benefits Survey. These organizations provided detailed information on benefit practices and compensation data on 324 different nonprofit positions. The tables in this section provide an overview of the participants based upon where they are located, their operating budget size, field of services and the number of full time staff they employ.

Number of Full Time Employees	Number of Organizations
1-10	266
11-25	98
26-50	67
51-100	49
101-200	31
201 or more	39

Operating Budget	Number of Organizations
Less than \$499,999	137
\$500,000 - \$999,999	85
\$1,000,000 - \$2,499,999	121
\$2,500,000 - \$4,999,999	70
\$5,000,000 - \$9,999,999	53
\$10,000,000 - \$24,999,999	35
\$25,000,000 - \$49,999,999	19
\$50,000,000 or more	30

Organization Focus	Number of Organizations
Arts, Culture, and Humanities	47
Education	37
Environment and Animals	29
Health	75
Human Services	234
International, Foreign Affairs	4
Public, Societal Benefit	84
Religion Related	19
Mutual/Membership Benefit	11
Unknown, Unclassified	10

Geographic Region	Number of Organizations
Northeast U.S.	112
Southeast U.S.	119
North Central U.S.	110
South Central U.S.	58
Northwest U.S.	82
Southwest U.S.	69

Survey Participants

"I Have a Dream" Foundation - Los Angeles
 15 Place, Loaves and Fish Community Ministries
 3 Rivers Wet Weather Inc
 A Friend's House
 A2LA
 Ability Housing of Northeast Florida
 Abuse & Rape Crisis Center
 AchieveMpls
 Adaptive Sports Center, Inc
 Adolescent's Attitude Above Average
 Agora Partnerships
 AHM Youth & Family Services, Inc.
 AIDS Arms Inc.
 AIDS Project Quad Cities
 Alabama Coalition Against Domestic Violence
 Alabama Head Injury Foundation
 Alaska Junior Theater
 Alliance for Lupus Research
 Alliance for Telecommunications Industry Solutions
 Alliance Francaise de Denver
 Almost Home, Inc.
 Alpha Omicron Pi Foundation
 ALSAC - St. Jude Children's Research Hospital
 AltaMed Health Services Corporation
 Alternative Homes for Youth, Inc
 Alternatives to Violence, Inc
 Alzheimer's Association, S E WI Chapter
 Alzheimer's Services of the Capital Area
 American Academy of Pediatrics
 American Charities For Reasonable Fundraising Regulation
 American College of Rheumatology
 American Diabetes Association
 American Indian College Fund
 American Lung Association
 American Majority Inc.
 American Red Cross Chippewa Valley Chapter
 American Red Cross Gaston County Chapter
 American Red Cross Mountain Valley Chapter
 American Red Cross of Alaska
 American Red Cross Southeast Louisiana
 American School Health Association
 American Syringomyelia Alliance Project
 America's Junior Miss
 Anawim Housing
 And Justice For All
 Antioch University
 Appalachia Service Project, Inc.
 Arise Ministries
 Arizona Aerospace Foundation
 Arsht Center for the Performing Arts
 Arts & Scraps
 Associated Industries of Florida
 At Home in Greenwich
 Atlanta Children's Shelter
 Atlanta Young Singers of Callanwolde
 Austin Child Guidance Center
 Avadhuta Foundation
 Avondale House
 Bailey House, Inc.
 Barbershop Harmony Society
 Barney Neighborhood House
 Barrel of Monkeys Productions
 Basic Needs Inc. of South Washington County
 Bay Area Food Bank
 Best Friends of Neenah-Menasha
 Bible League
 Big Brothers Big Sisters of Central California
 Big Brothers Big Sisters of Puget Sound
 Big Brothers Big Sisters of SELA
 Birmingham Pledge Foundation
 Bladder Cancer Advocacy Network
 Boston Community Capital Inc.
 Boston Latin School Association
 Boys & Girls Clubs of Benton & Franklin Counties
 Boys & Girls Clubs of Metro Denver
 Breathe California, Golden Gate Public Health Partnership
 Brooklyn Academy of Music
 Broome County Arts Council, Inc.
 Building A Generation
 Business Professionals of America
 C.K. Blandin Foundation
 Camp Git-Along
 CARE
 Career Transition For Dancers
 Caring Connection
 Catholic Foundation for the Diocese of Tucson
 Cat's Cradle of the Shenandoah Valley
 Cedarcrest Center for Children with Disabilities
 Center for Children
 Center for Independent Living of Broward
 Center for Nonprofit Excellence
 Center for People With Disabilities
 Center for SCREEN-TIME Awareness
 Center for the Visually Impaired
 Central Pennsylvania Food Bank
 Centre County Youth Service Bureau
 Chamber Music Northwest
 Chamber of Schenectady County
 CHARG Resource Center
 Chicago Sunday Evening Club
 Child and Family Services of NH
 Child Saving Institute
 Children International
 Children's Trust Foundation
 Chinatown Community Children's Center
 CJE SeniorLife
 ClearView Center Inc
 Clinton County Women's Center
 Coalition For Kids, Inc.
 College Houses, Inc.
 Colonial Williamsburg Foundation
 Colorado Alliance for Environmental Education (CAEE)
 Colorado Cattlemen's Agricultural Land Trust
 Colorado Dragon Boat Festival
 Colorado Nonprofit Association
 Colorado Renewable Energy Society
 Columbus Speech & Hearing Center

Communities In Schools of Atlanta
 Community Food Bank, Inc.
 Community Foundation of South Alabama
 Community Foundation of Wabash County
 Community Harvest Food Bank
 Community Health Charities of America
 Community Housing Initiatives, Inc.
 Community Legal Services
 Community Services Agency of Mountain View and Los Altos
 Community Support Programs, Inc.
 Congress for the New Urbanism
 Connemara Conservancy Foundation
 Cornerstones of Care
 Coulee Catholic Schools
 Council of Michigan Foundations
 Council of Social Concern
 Council On Accreditation
 Council on Aging of Elkhart County, Inc.
 Covenant House International
 Covenant to Care for Children, Inc.
 Crawford House, Inc.
 Crisis Nursery
 Crosspoint, Inc.
 Crossroads Rhode Island
 Crossroads Urban Center
 Daily Living Centers
 DakotAbilities
 Dakotas UM Foundation
 DataCenter
 Davenport University
 Dearborn YMCA
 Denver Public Schools Foundation
 Developmental Services Center
 di Rosa Preserve
 Direct Relief International
 disAbility Resource Center
 Disabled American Veterans
 DLC Nurse & Learn, Inc.
 Donaldsonville Area Association for Retarded Citizens
 Dynamic Dimensions, Inc.

Eagle Valley Alliance for Sustainability
 Earle Baum Center of the Blind
 East Central Opportunities, Inc.
 Easter Seals, Inc.
 Edsel & Eleanor Ford House
 Education for Parish Service
 Educational Council for Hope & Opportunity, Inc.
 EduGuide
 Emerge! Center Against Domestic Abuse
 Emmaus Homes
 EngenderHealth
 Environmental and Energy Study Institute
 Environmental Law Institute
 Epilepsy Foundation of Arizona
 Epilepsy Foundation of Texas
 EQUI-KIDS Therapeutic Riding Program
 Executive Service Corps Affiliate Network
 Executive Service Corps of Chicago
 Fairfax Library Foundation
 Family Care Network, Inc.
 Family Connection
 Family Service of Burlington County
 Family Services Center of Coffee County
 Family Support Organization of Bergen County
 Family Tree, Inc.
 Far East Broadcasting Company
 Fieldstone Farm TRC
 Fine Line Creative Arts Center
 Firstlink, Inc
 Florence Immigrant & Refugee Rights Project
 FOCUS of Charlottesville-Albemarle
 Fontenelle Nature Association
 Food Bank of Alaska
 Food for Others
 Food for the Hungry
 Foothills Equestrian Nature Center, Inc.
 Foundation for Foster Children
 Frank Lloyd Wright Preservation Trust
 Freedom Service Dogs, Inc.
 Fresno Police Chief's Foundation

Friends of Guadalupe River Park & Gardens
 Friends of Scotchman Peaks Wilderness
 Friends of the Children's Justice Center of Maui
 Friends of the Family, Inc
 Fruit & Flower Day Care
 Funding Partners
 FutureHeights
 Gateway Center of Monterey County, Inc.
 Gateway Technical College Foundation
 GENEVA Camp & Retreat Center
 Girl Scouts of Gulfcoast Florida
 Girl Scouts of River Bluffs Council
 Girls in the Game
 Girls on the Run Denver
 Golden Gate Regional Center
 Grand County Rural Health Network
 Grand Junction Symphony
 Grand Rapids Public Library Foundation
 Greater Austin Performing Arts Center, Inc.
 Greater Milwaukee Foundation
 Greater New Orleans Foundation
 Greater Philadelphia Urban Affairs Coalition
 Green Isle Children's Ranch
 Ground Zero, Inc
 GroundWork group
 Guild for the Blind
 Habitat for Humanity Central Arizona
 Habitat for Humanity Greater Fox Cities Area
 Habitat for Humanity Greater Muncie, Indiana
 Habitat for Humanity International
 Habitat for Humanity of Benton County
 Habitat for Humanity of Champaign County, Inc.
 Habitat for Humanity of Greater Lowell
 Habitat for Humanity of Southeastern cT
 Habitat for Humanity of Talbot and Dorchester Counties
 Hand-In-Paw, Inc.
 Harbor Health Services, Inc.
 Harlem RBI
 Harmony Education Center
 Harold W. McMillen Center for Health Education

Hartford Courant Foundation
HAVEN
HAWC Inc.
Haystack Mountain School of Crafts
HazingPrevention.Org
Health Care of Southeastern Massachusetts Inc.
Helping Hand Rehabilitation Center
Helping Our Women
HFH Goldsboro-Wayne
High Desert Museum
Holland Hospital Foundation
Hollywood Entertainment Museum
Home Builders Foundation of Metropolitan Portland
Home Development Resouces, Inc.
Home Solutions Institute
Homework Hotline
HOPE Center of Edmond
Hope Gospel Mission
Hope Haven Children's Clinic and Family Center
Horizons Hampton Roads
Hospital Hospitality House of Nashville
Housing Families Inc.
Houston Computer Museum
Human Life Alliance
Huntingdon House
iCAST
Idaho Conservation League
Idaho Dance Theatre
Idaho Women's Network
Indian River Land Trust
Indiana University Foundation
Indianapolis Neighborhood Resource Center (INRC)
Intercultural Communication Institute
Interfaith Ministries for Greater Houston
International Children's Heart Foundation
International Fellowship of Christians & Jews, Inc
International Physicians for the Prevention of Nuclear War
International Student Conferences
Jacksonville Urban League
James Randi Educational Foundation

Jeff Davis Communities Against Domestic Abuse
Jewish National Fund
John C. Campbell Folk School
Joseph E. Enright Foundation
JR Coleman Outreach Services Inc.
Junior Achievement of Maine, Inc
Juvenile Diabetes Research Foundation, Int'l
KenCrest Services
Kendrick Fincher Memorial Foundation
Kids In Distress
Kohl Children's Museum of Greater Chicago Inc.
Lake Avenue Community Foundation
Lakeland Regional Medical Center Foundation
Land of Lakes Choirboys
Lawrence Hall Youth Services
Learn to Read, Inc.
Legal Aid Society of San Mateo County
Legal Services of North Dakota
Libertae, Inc.
Lifetrack Resources
LightHawk
Linda Creed Breast Cancer Foundation
Literacy Volunteers of Tucson
Long Island Housing Services Inc
Louisiana CASA Association
Love Heals Inc.
Loveland Racing Club
Low Birth Weight Development Center
Lower Cape Fear Hospice & Life Care Center
Lupus Foundation of America, North Texas Chapter
Lutheran Chaplaincy Service
Lutheran Metropolitan Ministry
Lutheran Settlement House
Lyric Opera of Chicago
Massachusetts Museum of Contemporary Art
Matthew 25 AIDS Services, Inc.
MBL Group
MD Coalition for Inclusive Education
Memphis Child Advocacy Center
Memphis Zoo

Mercy Health Services, Inc
Methodist Health Foundation
Metro Chicago Information Center
Metro Council St. Vincent de Paul Society
Metrocrest Medical Foundation
Metropolitan Family Service
Mid America Nutrition Program
Mid-America Arts Alliance
Middlesex County College Foundation
Mid-Ohio Foodbank
Minnesota Teen Challenge
Mirror Inc.
Missionary TECH Team
Mobilize.org
Mohonk Preserve
Monroe County United Ministries, Inc
Montgomery County Youth Services
Morgan County Early Childhood Council
Mount Angel Abbey
Mujeres Latinas en Accion
Municipal Homes Inc
Murch HSA
Museum of Discovery & Science
NAMI Colorado
National Audubon Society
National Children's Alliance
National Council of Jewish Women, Essex County
National Federation of Community Broadcasters
National Ground Water Association
National Health Care for the Homeless Council
National Kidney Foundation
National Law Center on Homelessness & Poverty
National Multicultural Western Heritage Museum
National Multiple Sclerosis Society, Greater Delaware Valley Chapter
National Multiple Sclerosis Society, Indiana Chapter
National Multiple Sclerosis Society, Wisconsin Chapter
National Professional Science Master's Association
Natural Resources Defense Council
Navigator
Navneet

Needham Historical Society
 Neighbor to Neighbor, Inc.
 Neighborhood Centers Inc.
 NeighborWorks Anchorage
 Nemadji Community Resource Center
 New Hampshire Association for the Blind
 New Hampshire Legal Assistance
 New Hampshire Soccer Association
 New Jersey Association on Correction
 New Land Samaritan Inns, Inc.
 Nonprofit Coordinating Committee of New York
 Nonprofit Enterprise Center
 Nonprofit Management Center of the Permian Basin
 Nonprofit Resource Center of Sacramento
 Nonprofit Resource Center of Texas
 North Country Children's Clinic
 North Florida Land Trust, Inc.
 North Light Community Center
 Northwest Area Foundation
 Northwest Parks Foundation
 Northwestern University Settlement Association
 Ohio State Bar Foundation
 Old Colony Y
 Old Pueblo Community Services
 On MY Way, Inc.
 Operation Kindness
 Oregon Food Bank
 Pacific Hills School
 Palm Beach Community College Foundation
 Palo Alto Medical Foundation
 Pearl S. Buck International
 Peer Assistance Services
 People Reaching Out, Inc.
 Please Touch Museum
 PolicyLink
 Polycystic Kidney Disease Foundation
 Poudre Valley Health System Foundation
 Preservation of Egyptian Theatre, Inc.
 Professional Recyclers of Pennsylvania
 Progressive Agriculture Foundation

Project GRAD Los Angeles
 Project Pericles
 Promise House, Inc.
 Public Health Foundation
 Puerto Rican Family Institute Inc.
 Pui Tak Center
 Raphael House of San Francisco
 Rebuilding Together Tulsa
 Red Eye Collaboration
 Research Foundation of CUNY
 Residence XII
 Riverside Educational Center
 Rocketown
 Rocky Mountain Cancer Centers Foundation
 Ronald McDonald House Charities of Alabama
 Ronald McDonald House Charities of Idaho
 Rose Foundation for Communities and the Environment
 SABRA Sanctuary, Inc.
 Sacramento Association of Realtors
 Sacramento Opera Company
 SafeHaven of Tarrant County
 Safehouse Progressive Alliance for Nonviolence
 San Antonio Education Partnership
 San Francisco Museum of Modern Art
 Sawtooth Botanical Garden
 Second Harvest Food Bank of Northeast Tennessee
 Second Harvest Food Bank of Southwest Virginia
 ServeWyoming
 Services to Enhance Potential
 Shelter Resources, Inc.
 Siloam
 Sisters of the Holy Cross, Inc.
 SME Education Foundation
 Society for American Baseball Research
 Society for Maintenance and Reliability Professional
 Society for Women's Health Research
 Solutions at Work
 South Florida Asthma Consortium
 Southeastern Family Violence Center
 Southern Good Faith Fund/Southern Bancorp

Southern Poverty Law Center
 SouthLight, Inc.
 Southwest Florida Community Foundation, Inc.
 Southwestern Pennsylvania Human Services, Inc
 Special Olympics Wyoming
 Sponsors for Educational Opportunity
 Spotlighters Theatre
 Spring Institute for Intercultural Learning
 SST Productions
 St. Anne's Home, Inc.
 St. Francis Foundation
 St. Vincent Pallotti Center for Apostolic Development
 Stonington Community Center
 STRIDES
 Suffolk Community Council, Inc.
 Sundance Institute
 Sunday Breakfast Rescue Mission
 Susan G. Komen for the Cure, OR & SW WA Affiliate
 Sustainable Conservation
 Technical Assistance for Community Services
 Tel Hai Camp & Retreat
 Temporary Emergency Service
 Ten Chimneys Foundation
 Tennessee FFA Foundation
 Tennessee PTA
 Texas Baptist Missions Foundation
 The Center for Whitley County Youth
 The Children's Dental Center of Greater Los Angeles
 The Clinic
 The Counseling and Education Center
 The Empty Stocking Fund, Inc.
 The Field Museum
 The First Tee of Idaho
 The Gift of Swimming
 The Heuga Center for Multiple Sclerosis
 The Mentoring Network, Inc.
 The National Action Council for Minorities In Engineering
 The Nature Conservancy
 The Nonprofit Center
 The Oklahoma Center for Community and Justice

The Opportunity Network
The Oregon Community Foundation
The Outdoor Foundation
The Salvation Army - Syracuse Area Services
The Salvation Army - Wauwatosa
The Valerie Fund
The Vegetarian Resource Group
The Volunteer Center of Greensboro, Inc.
Therapy Partners, Inc.
Third Sector New England
Tigers Go
Timothy and Bernadette Marquez Foundation
Timothy Smith Network
Touro Law Center
Town of Littleton Cares, Inc. - Meals on Wheels
Training, Inc.
Transitions Mental Health Association
Triangle Education Foundation
Trillium Family Services
Trinity Missions
Turning Point Center
Twin Rivers Center for the Arts
United Cerebral Palsy of Mobile
United Community & Family Services
United Way - Heart of Florida
United Way - Heartland
United Way - Mile High
United Way - Triangle Morrisville
United Way -Metro Louisville
United Way of Chittenden County
United Way of Greater Houston
United Way of Madison County
United Way of Mesa
United Way of North Central Florida
United Way of Pasco county
United Way of Pierce County
United Way of Salt Lake
United Way of Southwest Wyoming
United Way of the Quad Cities Area
United Way of Ventuta County

Unity House of Troy, Inc
University St. Thomas
Urban Ecology Center
Utica Zoological Society, Inc.
Valencia Community College Foundation
Valley Points Family YMCA
Vermont Public Interest Research Group
VISIONS/Services for the Blind and Visually Impaired
VisionServe Alliance
Visiting Homemaker Home Health Aide Service of Bergen County
Volunteer Legal Services Hawaii
Volunteers of America of Wisconsin
Volunteers of America Texas
Voyager Youth Program
Weehawken Creative Arts
Weller Health Education Center
West Point Association of Graduates
WFH - All Saints Foundation
Willapa Behavioral Halth
Windham Child Care Association
Window To The World Communications
WINGS Foundation, Inc.
Wiregrass Museum of Art, Inc.
Wisconsin Historical Foundation
Wisdom Publications
WITF, Inc.
Wolf Haven International
Women's Foundation of Southern Arizona
Woods Charitable Fund, Inc.
World Neighbors
YMCA of Central Kentucky
YMCA of Michiana
Youthville

Administrative Assistant, Intermediate Level -- Position Code: 2001

Detailed Analysis

Performs clerical duties including answering telephones, screening calls, taking messages and acting as receptionist; sets up and maintains files of information; uses computer skills to enter and maintain data; prepare correspondence and develop other routine documents; may make appointments and travel arrangements, coordinate activities relative to department functions.

Scope				Base Salary						Bonus				Total Cash Compensation					
Operating Budget	# of ORGs	# of Full Time EMPs	# of Years With ORG	AVG	MIN	25th PCTL	Median	75th PCTL	MAX	% of ORGs Paying	% of EMPs RCVNG	MAX % Payout	AVG % Paid	AVG	MIN	25th PCTL	Median	75th PCTL	MAX
\$500,000 to \$999,999	11	1	3.2	\$27,046	\$20,000	\$22,150	\$27,300	\$31,280	\$37,000	45.45%	80.00%	5.30%	2.38%	\$27,329	\$20,000	\$22,800	\$27,300	\$31,606	\$37,000
\$1,000,000 to \$2,499,999	20	1	4.8	\$30,975	\$19,000	\$26,750	\$30,000	\$32,950	\$53,400	5.00%	0.00%	0.00%	0.00%	\$30,975	\$19,000	\$26,750	\$30,000	\$32,950	\$53,400
\$2,500,000 to \$4,999,999	20	2	4.2	\$32,608	\$23,300	\$28,200	\$33,640	\$36,000	\$49,885	15.00%	55.56%	10.00%	2.02%	\$32,683	\$23,300	\$28,375	\$33,640	\$36,200	\$49,885
\$5,000,000 to \$9,999,999	15	3	3.3	\$31,180	\$23,000	\$28,800	\$32,400	\$33,800	\$37,000	6.67%	100.00%	0.00%	0.16%	\$31,183	\$23,000	\$28,800	\$32,400	\$33,800	\$37,000
\$10,000,000 to \$24,999,999	14	4	4.9	\$29,039	\$23,200	\$26,112	\$28,100	\$32,350	\$35,000	21.43%	83.33%	3.00%	2.43%	\$29,178	\$23,200	\$26,112	\$28,100	\$32,725	\$35,700
\$25,000,000 to \$49,999,999	9	12	4.3	\$29,843	\$20,000	\$27,889	\$28,700	\$31,300	\$40,000	0.00%	0.00%	0.00%	0.00%	\$29,843	\$20,000	\$27,889	\$28,700	\$31,300	\$40,000
\$50,000,000 or More	23	15	5.2	\$35,782	\$20,400	\$32,751	\$33,500	\$39,250	\$55,000	8.70%	69.69%	20.00%	2.76%	\$35,840	\$20,400	\$32,751	\$33,500	\$39,250	\$55,000
All Organizations	124	5	4.2	\$30,993	\$12,000	\$26,300	\$31,510	\$35,000	\$55,000	15.32%	71.37%	20.00%	1.72%	\$31,060	\$12,000	\$26,475	\$31,535	\$35,000	\$55,000

Scope				Base Salary						Bonus				Total Cash Compensation					
Organization Focus	# of ORGs	# of Full Time EMPs	# of Years With ORG	AVG	MIN	25th PCTL	Median	75th PCTL	MAX	% of ORGs Paying	% of EMPs RCVNG	MAX % Payout	AVG % Paid	AVG	MIN	25th PCTL	Median	75th PCTL	MAX
Education	5	4	3.7	\$35,560	\$28,500	\$31,300	\$35,000	\$38,000	\$45,000	0.00%	0.00%	0.00%	0.00%	\$35,560	\$28,500	\$31,300	\$35,000	\$38,000	\$45,000
Environment and Animals	3	10	5.2	\$35,400	-	-	-	-	-	0.00%	0.00%	0.00%	0.00%	\$35,400	-	-	-	-	-
Health	21	8	4.8	\$31,866	\$27,039	\$28,200	\$32,400	\$34,000	\$43,600	19.05%	83.55%	4.00%	2.33%	\$31,980	\$27,039	\$28,200	\$32,400	\$34,200	\$43,600
Human Services	51	4	4.5	\$30,205	\$18,900	\$24,574	\$29,200	\$33,240	\$55,000	19.61%	72.18%	20.00%	1.83%	\$30,292	\$19,000	\$24,574	\$29,200	\$33,294	\$55,000
International, Foreign Affairs	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public, Societal Benefit	22	6	3.6	\$30,427	\$18,000	\$26,038	\$33,050	\$35,000	\$38,500	18.18%	75.00%	4.00%	1.26%	\$30,496	\$18,000	\$26,562	\$33,100	\$35,136	\$38,500
Religion Related	8	4	4.5	\$31,026	\$20,200	\$30,744	\$31,976	\$32,845	\$37,000	0.00%	0.00%	0.00%	0.00%	\$31,026	\$20,200	\$30,744	\$31,976	\$32,845	\$37,000
Mutual, Membership Benefit	2	2	1.8	\$34,442	-	-	-	-	-	0.00%	0.00%	0.00%	0.00%	\$34,442	-	-	-	-	-
Unknown, Unclassified	1	1	10.0	\$26,000	-	-	-	-	-	0.00%	0.00%	0.00%	0.00%	\$26,000	-	-	-	-	-
All Organizations	124	5	4.2	\$30,993	\$12,000	\$26,300	\$31,510	\$35,000	\$55,000	15.32%	71.37%	20.00%	1.72%	\$31,060	\$12,000	\$26,475	\$31,535	\$35,000	\$55,000

Administrative Assistant, Intermediate Level -- Position Code: 2001

Detailed Analysis

Scope				Base Salary						Bonus				Total Cash Compensation					
Geographic Region	# of ORGs	# of Full Time EMPs	# of Years With ORG	AVG	MIN	25th PCTL	Median	75th PCTL	MAX	% of ORGs Paying	% of EMPs RCVNG	MAX % Payout	AVG % Paid	AVG	MIN	25th PCTL	Median	75th PCTL	MAX
Northeast U.S.	32	8	4.9	\$33,018	\$20,000	\$27,972	\$32,750	\$35,045	\$52,000	15.63%	57.88%	20.00%	2.57%	\$33,116	\$20,000	\$27,972	\$33,140	\$35,085	\$52,000
Southeast U.S.	28	6	4.0	\$30,545	\$19,000	\$24,824	\$32,622	\$35,325	\$45,000	17.86%	93.33%	5.30%	2.57%	\$30,663	\$19,000	\$24,824	\$32,622	\$35,325	\$45,000
North Central U.S.	26	3	3.4	\$32,216	\$20,200	\$27,250	\$30,650	\$33,304	\$55,000	3.85%	0.00%	10.00%	0.00%	\$32,216	\$20,200	\$27,250	\$30,650	\$33,304	\$55,000
South Central U.S.	20	5	5.1	\$26,972	\$12,000	\$22,000	\$25,692	\$32,772	\$38,000	15.00%	100.00%	4.00%	1.41%	\$27,022	\$12,000	\$22,075	\$26,042	\$32,772	\$38,000
Northwest U.S.	13	3	3.4	\$31,929	\$27,039	\$30,560	\$31,900	\$34,000	\$37,000	15.38%	50.00%	1.00%	0.16%	\$31,936	\$27,039	\$30,560	\$31,900	\$34,000	\$37,000
Southwest U.S.	5	1	4.5	\$27,834	\$18,720	\$24,648	\$27,400	\$33,400	\$35,000	60.00%	66.67%	2.00%	0.79%	\$27,994	\$18,720	\$24,648	\$27,500	\$33,400	\$35,700
All Organizations	124	5	4.2	\$30,993	\$12,000	\$26,300	\$31,510	\$35,000	\$55,000	15.32%	71.37%	20.00%	1.72%	\$31,060	\$12,000	\$26,475	\$31,535	\$35,000	\$55,000