

# 2024-05 Greater Kansas City Nonprofit Organizations & Associations Salary and Benefits Survey

Use this SURVEY GUIDE to help prepare you to fill out the online survey for your organization.

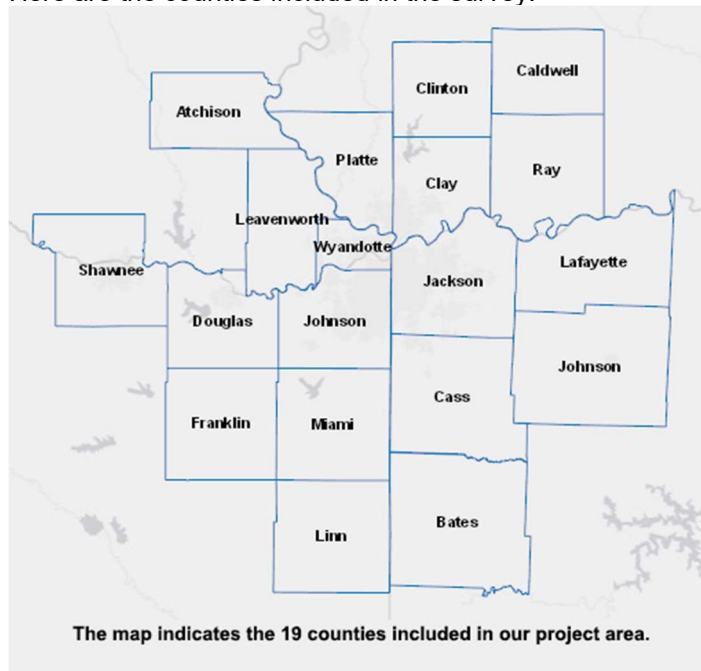
## Instructions and Confidentiality

### Instructions:

Please familiarize yourself with these instructions before filling out the online survey.

- Use data from your **most recent 2024 pay period**.
- Only report salary information **for employees in the Kansas City region**. If you have more than one location, consolidate all employees.

Here are the counties included in the survey:



The map indicates the 19 counties included in our project area.

**Focus on the job descriptions.** Do not merely match job titles. It is the content of the job that determines a good match. Also note jobs with several levels. Please read all job descriptions before deciding a match.

### Understanding of Confidentiality:

Due to the sensitive nature of the subject matter of this survey, this questionnaire may be completed with the assurance that every effort will be made to ensure complete confidentiality.

All survey responses will be received, processed, compiled, and analyzed only by professional staff at the Midwest Center for Nonprofit Leadership at UMKC. Agency identity and salary/benefit information will remain confidential and will not be released by the Midwest Center for Nonprofit Leadership to any other agency or institution for any reason. The resulting survey report will be used solely to assist in guiding the effective management of salary/benefit programs in the nonprofit sector of Kansas City. It will not be used for any other purpose by any of the sponsoring organizations.

## General Organizational Information:

Please complete the survey based on the expected budget you had in place this year.

Organization: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Website: \_\_\_\_\_

Please provide contact information for the person completing the survey:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Title (i.e., Executive Director, HR Director,): \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Tax exempt status (select one):

- 501c3  501c4  501c6

Organization's annual budget:

- Under \$500,000  \$2,500,000 - \$4,999,999  
 \$500,000 - \$999,999  \$5,000,000 - \$9,999,999  
 \$1,000,000 - \$2,499,999  \$10,000,000 and Above

Choose the category that **BEST** describes your type of organization (select one):

- |  |  |
|--|--|
| <input type="radio"/> Aging and Senior Care                  | <input type="radio"/> Human Services/Multipurpose            |
| <input type="radio"/> Alcohol & Substance Abuse              | <input type="radio"/> Jobs, Employment and Training          |
| <input type="radio"/> Animal & Animal Welfare                | <input type="radio"/> Legal Services                         |
| <input type="radio"/> Arts & Culture                         | <input type="radio"/> Membership/Trade Association           |
| <input type="radio"/> Civil Rights & Social Action           | <input type="radio"/> Mental Health & Crisis Intervention    |
| <input type="radio"/> Community Development, Housing         | <input type="radio"/> Public Safety & Disaster Relief        |
| <input type="radio"/> Developmental Disabilities             | <input type="radio"/> Public Benefit Social Action           |
| <input type="radio"/> Economic Development                   | <input type="radio"/> Recreation, Leisure, & Sports          |
| <input type="radio"/> Education: Early Childhood Education   | <input type="radio"/> Rehabilitation & Physical Disabilities |
| <input type="radio"/> Education: K-12                        | <input type="radio"/> Religion & Spirituality                |
| <input type="radio"/> Education: Colleges & Universities     | <input type="radio"/> Volunteerism & Philanthropy            |
| <input type="radio"/> Environment/Conservation               | <input type="radio"/> Youth Development                      |
| <input type="radio"/> Foundations/Philanthropic Grant Making | <input type="radio"/> Other _____                            |
| <input type="radio"/> Health & Rehabilitation                |  |

Choose the category for the geographic scope of your entire organization (select one):

- |  |  |
|--|--|
| <input type="radio"/> International        | <input type="radio"/> Metropolitan Area                                    |
| <input type="radio"/> National             | <input type="radio"/> County/Local (i.e., specific neighborhood or county) |
| <input type="radio"/> Multi-State/Regional |  |
| <input type="radio"/> State                |  |

What is the approximate number of paid **FULL-TIME** positions in your organization? \_\_\_\_\_

What is the approximate number of paid **PART-TIME** positions in your organization? \_\_\_\_\_

What is the approximate number of paid **SEASONAL** positions in your organization? (i.e summer camp, year-end campaigns) \_\_\_\_\_

What is the approximate total number of paid **male** employees (both **FULL-TIME** and **PART-TIME**)? \_\_\_\_\_

What is the approximate total number of paid **female** employees (both **FULL-TIME** and **PART-TIME**)? \_\_\_\_\_

## Salary and Wages:

Does your organization have at least one paid employee?

- Yes  No

Did you award any salary increases during the past fiscal year?

- Yes  No

Did you offer cost of living salary adjustments?

- Yes  No

Rank the order of impact these factors generally have on salary adjustments (1=top factor, 2=second factor, 3=third factor):

\_\_\_\_\_ Merit/Performance-based Increase

\_\_\_\_\_ Length/Longevity in Position

\_\_\_\_\_ Cost of Living

Survey Guide

## Executive Director (Agency's Chief Staff Officer):

Please review each of the following description summaries and select the description that best explains the nature, scope, and authority of the chief staff position of your agency (regardless of whether the title is exactly the same or not).

- EXECUTIVE DIRECTOR / PRESIDENT:** Responsible for leading and directing the management, program, and administrative functions of the entire organization. Works closely with the Board of Directors to develop the organization's vision and strategies, implements Board policies and directives, and is the person with primary responsibility to the board for the performance of the organization. Supervises a group or team of managers who are accountable for managing and implementing the program and administrative operations and activities of the agency. Has authority to represent the organization to the public, in relationships and negotiations with funders and other agencies, and provides leadership in and leads or oversees fundraising and development. (Other title: **Chief Executive Officer**)
- EXECUTIVE DIRECTOR:** Responsible for leading, directing, and implementing substantially all of the primary management, administrative, and programmatic operations of the organization. Works closely with the Board of Directors to develop the organization's vision and strategies, implements Board policies and directives, and is the person with primary responsibility to the board for the operations and performance of the organization. Directly supervises the program and administrative operations and activities of the agency and, usually, plays a significant role in implementing certain of these activities. Has authority to represent the organization to the public, in relationships and negotiations with funders and other agencies, and has key responsibility for fundraising.
- AGENCY ADMINISTRATOR / EXECUTIVE DIRECTOR / EXECUTIVE ADMINISTRATOR:** Works closely with and under the direct supervision of the Board of Directors; this position is responsible for leading, directing, and implementing the administrative and programmatic operations of the organization. Works closely with the Board of Directors to develop and implement board policies and directives, and to develop and implement the organization's strategies and operations. (Leadership and overall direction is provided by the board). Is closely accountable to the board for the operations and performance of the organization and plays a substantial role in implementing these activities. Represents the organization to the public, funders, and other agencies, and has key (or sole) responsibility for fundraising.

Which gender does this individual most identify with?

- Man
- Women
- Non-Binary
- Not Listed \_\_\_\_\_
- Prefer not to say

If this position is currently occupied, please indicate the age category of the person who currently holds this position:

- 25 or younger
- 26 to 30
- 31 to 35
- 36 to 40
- 41 to 45
- 46 to 50
- 51 to 55
- 56 to 60
- 61 to 65
- 66 to 70
- 71 to 75
- 76 or older

If this position is currently occupied, please indicate the racial and/or ethnic heritage of the person who now holds this position:

- Asian / Pacific Islander
- Black / African American
- Hispanic / Latino
- Native American
- White / Caucasian
- Other / Multiple Ethnicities

What is the educational requirement for this position?

- None
- High School
- Some College / Tech Training
- 4-year college (BA/BS)
- Master or equivalent
- PhD / MD / JD / Other

Are there any special licenses or certifications required for this position (please list)?

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How many years has the incumbent served in this position? \_\_\_\_\_

Please indicate which of the following benefits are provided to this position (mark all that apply): *(Benefits such as medical, dental, retirement, and life insurance are recorded in the Benefits section of this survey.)*

- Vehicle lease/organizational vehicle provided
- Car Allowance
- Professional Development/education tuition allowance
- Paid attendance at job-relevant conferences/seminars
- Professional Association Membership Dues
- Athletic or Country Club Membership & Dues
- Severance Pay
- Flexible Spending Account
- Severance Provision
- Performance or Incentive Bonus Compensation
- Cell phone
- Housing allowance
- Other: \_\_\_\_\_

The current annual salary for the person serving in this position: \_\_\_\_\_

Is there a salary range for this position?

- Yes
- No

If you answered "yes" to the previous question, please indicate the minimum and maximum amounts:

	Minimum	Maximum
Dollars (\$)		

Does the incumbent of this position have a separate employment contract?

- Yes
- No

## Associate Executive Director / Executive Vice President:

Responsible for the implementation of policies and procedures set by the Executive Director. Serves as Acting Chief Executive Officer in the absence of the Executive Director. May direct the daily activities of one or more of the organization's operating units. Responsible for leading, directing, and implementing substantially all of the primary management, administrative, and programmatic operations of the organization. Works closely with the executive director to implement the organization's vision and strategies, implement Board policies and directives, and take lead operations responsibility for the internal operations and performance of the organization. Directly supervises selected program and administrative operations and activities of the agency and, usually, plays a significant role in implementing certain of these activities. Under the direction of the executive director, may represent the organization to the public, in relationships with stakeholders, and in negotiations with funders and other agencies. May assist with fundraising.

If this position is currently occupied, which gender does the person holding this position most identify with?

- Man
- Women
- Non-Binary
- Not Listed \_\_\_\_\_
- Prefer not to say

If this position is currently occupied, please indicate the age category of the person who currently holds this position:

- 25 or younger
- 26 to 30
- 31 to 35
- 36 to 40
- 41 to 45
- 46 to 50
- 51 to 55
- 56 to 60
- 61 to 65
- 66 to 70
- 71 to 75
- 76 or older

If this position is currently occupied, please indicate the racial and/or ethnic heritage of the person who now holds this position:

- Asian / Pacific Islander
- Black / African American
- Hispanic / Latino
- Native American
- White / Caucasian
- Other / Multiple Ethnicities

What is the educational requirement for this position?

- None
- High School
- Some College / Tech Training
- 4 year college (BA/BS)
- Master or equivalent
- PhD / MD / JD / Other

Are there any special licenses or certifications required for this position (please list)? \_\_\_\_\_

How many years has the incumbent served in this position? \_\_\_\_\_

Please indicate which of the following benefits are provided to this position (mark all that apply): (Benefits such as medical, dental, retirement, and life insurance are recorded in the Benefits section of the survey.)

- Vehicle lease/organizational vehicle provided
- Car Allowance
- Professional Development/education tuition allowance
- Paid attendance at job-relevant conferences/seminars
- Professional Association Membership Dues
- Athletic or Country Club Membership & Dues
- Severance Pay
- Flexible Spending Account
- Severance Provision
- Performance or Incentive Bonus Compensation
- Cell phone
- Housing allowance
- Other: \_\_\_\_\_

The current annual salary for the person serving in this position: \_\_\_\_\_

Is there a salary range for this position?

- Yes
- No

If you answered "yes" to the previous question, please indicate the minimum and maximum amounts:

	Minimum	Maximum
Dollars (\$)		

Does the incumbent(s) of this position have a separate employment contract?

- Yes
- No

## Chief Financial Officer:

Directs financial and accounting activities for the organization. Establishes financial controls, maintains bank relationships, supervises staff and prepares and interprets financial results for the President and Board of Directors. Responsibilities may include investment management.

If this position is currently occupied, which gender does the person holding this position most identify with?

- Man
- Women
- Non-Binary
- Not Listed \_\_\_\_\_
- Prefer not to say

If this position is currently occupied, please indicate the age category of the person who currently holds this position:

- 25 or younger
- 26 to 30
- 31 to 35
- 36 to 40
- 41 to 45
- 46 to 50
- 51 to 55
- 56 to 60
- 61 to 65
- 66 to 70
- 71 to 75
- 76 or older

If this position is currently occupied, please indicate the racial and/or ethnic heritage of the person who now holds this position:

- Asian / Pacific Islander
- Black / African American
- Hispanic / Latino
- Native American
- White / Caucasian
- Other / Multiple Ethnicities

What is the educational requirement for this position?

- None
- High School
- Some College / Tech Training
- 4 year college (BA/BS)
- Master or equivalent
- PhD / MD / JD / Other

Are there any special licenses or certifications required for this position (please list)? \_\_\_\_\_

How many years has the incumbent served in this position? \_\_\_\_\_

Please indicate which of the following benefits are provided to this position (mark all that apply): (Benefits such as medical, dental, retirement, and life insurance are recorded in the Benefits section of the survey.)

- Vehicle lease/organizational vehicle provided
- Car Allowance
- Professional Development/education tuition allowance
- Paid attendance at job-relevant conferences/seminars
- Professional Association Membership Dues
- Athletic or Country Club Membership & Dues
- Severance Pay
- Flexible Spending Account
- Severance Provision
- Performance or Incentive Bonus Compensation
- Cell phone
- Housing allowance
- Other: \_\_\_\_\_

The current annual salary for the person serving in this position: \_\_\_\_\_

Is there a salary range for this position?

- Yes
- No

If you answered "yes" to the previous question, please indicate the minimum and maximum amounts:

	Minimum	Maximum
Dollars (\$)		

Does the incumbent(s) of this position have a separate employment contract?

- Yes
- No

## Vice President / Director of Development / Chief Development Officer:

Directs and manages all fundraising, community relations, and communications activities for the organization, encompassing individual, corporate, and foundation fundraising. This role involves overseeing special fundraising events, direct mail campaigns, grant proposals, donor research, record-keeping, and donor recognition programs. Additionally, it includes marketing responsibilities aimed at enhancing the organization's visibility and engagement.

If this position is currently occupied, which gender does the person holding this position most identify with?

- Man
- Women
- Non-Binary
- Not Listed \_\_\_\_\_
- Prefer not to say

If this position is currently occupied, please indicate the age category of the person who currently holds this position:

- 25 or younger
- 26 to 30
- 31 to 35
- 36 to 40
- 41 to 45
- 46 to 50
- 51 to 55
- 56 to 60
- 61 to 65
- 66 to 70
- 71 to 75
- 76 or older

If this position is currently occupied, please indicate the racial and/or ethnic heritage of the person who now holds this position:

- Asian / Pacific Islander
- Black / African American
- Hispanic / Latino
- Native American
- White / Caucasian
- Other / Multiple Ethnicities

What is the educational requirement for this position?

- None
- High School
- Some College / Tech Training
- 4 year college (BA/BS)
- Master or equivalent
- PhD / MD / JD / Other

Are there any special licenses or certifications required for this position (please list)? \_\_\_\_\_

How many years has the incumbent served in this position? \_\_\_\_\_

Please indicate which of the following benefits are provided to this position (mark all that apply): (Benefits such as medical, dental, retirement, and life insurance are recorded in the Benefits section of the survey.)

- Vehicle lease/organizational vehicle provided
- Car Allowance
- Professional Development/education tuition allowance
- Paid attendance at job-relevant conferences/seminars
- Professional Association Membership Dues
- Athletic or Country Club Membership & Dues
- Severance Pay
- Flexible Spending Account
- Severance Provision
- Performance or Incentive Bonus Compensation
- Cell phone
- Housing allowance
- Other: \_\_\_\_\_

The current annual salary for the person serving in this position: \_\_\_\_\_

Is there a salary range for this position?

- Yes
- No

If you answered "yes" to the previous question, please indicate the minimum and maximum amounts:

	Minimum	Maximum
Dollars (\$)		

Does the incumbent(s) of this position have a separate employment contract?

- Yes
- No



## Vice President / Director of Administration:

Directs and manages all administrative activities for the organization, including strategic financial and administrative operations, strategic human resource management, information management systems and related technological systems, agency record keeping, risk management, and associated administrative operations.

If this position is currently occupied, which gender does the person holding this position most identify with?

- Man
- Women
- Non-Binary
- Not Listed \_\_\_\_\_
- Prefer not to say

If this position is currently occupied, please indicate the age category of the person who currently holds this position:

- 25 or younger
- 26 to 30
- 31 to 35
- 36 to 40
- 41 to 45
- 46 to 50
- 51 to 55
- 56 to 60
- 61 to 65
- 66 to 70
- 71 to 75
- 76 or older

If this position is currently occupied, please indicate the racial and/or ethnic heritage of the person who now holds this position:

- Asian / Pacific Islander
- Black / African American
- Hispanic / Latino
- Native American
- White / Caucasian
- Other / Multiple Ethnicities

What is the educational requirement for this position?

- None
- High School
- Some College / Tech Training
- 4 year college (BA/BS)
- Master or equivalent
- PhD / MD / JD / Other

Are there any special licenses or certifications required for this position (please list)? \_\_\_\_\_

How many years has the incumbent served in this position? \_\_\_\_\_

Please indicate which of the following benefits are provided to this position (mark all that apply): (Benefits such as medical, dental, retirement, and life insurance are recorded in the Benefits section of the survey.)

- Vehicle lease/organizational vehicle provided
- Car Allowance
- Professional Development/education tuition allowance
- Paid attendance at job-relevant conferences/seminars
- Professional Association Membership Dues
- Athletic or Country Club Membership & Dues
- Severance Pay
- Flexible Spending Account
- Severance Provision
- Performance or Incentive Bonus Compensation
- Cell phone
- Housing allowance
- Other: \_\_\_\_\_

The current annual salary for the person serving in this position: \_\_\_\_\_

Is there a salary range for this position?

- Yes
- No

If you answered "yes" to the previous question, please indicate the minimum and maximum amounts:

	Minimum	Maximum
Dollars (\$)		

Does the incumbent(s) of this position have a separate employment contract?

- Yes
- No

## Vice President or Director of Programs / Operations:

Manages and may participate in all service programs provided by the organization. Supervises programs/operations staff, enhances established programs/operations, initiates new programs/operations and develops operating policies and procedures.

If this position is currently occupied, which gender does the person holding this position most identify with?

- Man
- Women
- Non-Binary
- Not Listed \_\_\_\_\_
- Prefer not to say

If this position is currently occupied, please indicate the age category of the person who currently holds this position:

- 25 or younger
- 26 to 30
- 31 to 35
- 36 to 40
- 41 to 45
- 46 to 50
- 51 to 55
- 56 to 60
- 61 to 65
- 66 to 70
- 71 to 75
- 76 or older

If this position is currently occupied, please indicate the racial and/or ethnic heritage of the person who now holds this position:

- Asian / Pacific Islander
- Black / African American
- Hispanic / Latino
- Native American
- White / Caucasian
- Other / Multiple Ethnicities

What is the educational requirement for this position?

- None
- High School
- Some College / Tech Training
- 4 year college (BA/BS)
- Master or equivalent
- PhD / MD / JD / Other

Are there any special licenses or certifications required for this position (please list)? \_\_\_\_\_

How many years has the incumbent served in this position? \_\_\_\_\_

Please indicate which of the following benefits are provided to this position (mark all that apply): (Benefits such as medical, dental, retirement, and life insurance are recorded in the Benefits section of the survey.)

- Vehicle lease/organizational vehicle provided
- Car Allowance
- Professional Development/education tuition allowance
- Paid attendance at job-relevant conferences/seminars
- Professional Association Membership Dues
- Athletic or Country Club Membership & Dues
- Severance Pay
- Flexible Spending Account
- Severance Provision
- Performance or Incentive Bonus Compensation
- Cell phone
- Housing allowance
- Other: \_\_\_\_\_

The current annual salary for the person serving in this position: \_\_\_\_\_

Is there a salary range for this position?

- Yes
- No

If you answered "yes" to the previous question, please indicate the minimum and maximum amounts:

	Minimum	Maximum
Dollars (\$)		

Does the incumbent(s) of this position have a separate employment contract?

- Yes
- No

## Salary and Wages - Employee Positions:

For each of the following positions in your organization please provide the information requested for the person(s) currently filling the position. Since not everyone uses the same titles for comparable positions, we have listed general titles and typical job duties. Please focus mainly on the typical job duties when determining where your positions match.

Positions are grouped in categories (Administrative, Development, Program, Operations). Some positions may fall under different categories for different organizations. Please provide information for the position regardless of the category it is grouped within.

### Additional Chief Officer Level Positions

#### Chief Marketing/Communications Officer:

Directs marketing and communications activities for the organization. Establishes and oversees the planning, development and execution of all marketing and advertising initiatives. Lead the Marketing and/or Communications department as part of Executive Leadership.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

#### Chief Human Resources Officer/Chief People Officer:

Directs and manages all aspects of human resources (HR) for the organization. Lead the HR department as part of Executive Leadership.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

### Administrative Positions

#### Administrative Manager / Office Manager:

Responsible for all or most of the various administrative functions of the organization, such as human resources management, support services, allocating space, and specifying office equipment and supplies. Recommends and implements policies and procedures to manage support activities.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

#### Executive Secretary / Executive Assistant:

Performs a variety of clerical duties primarily for the CEO requiring independent analysis, judgment and knowledge of organization functions. Maintains records, processes complex documents, compiles regular and special reports. Highest level Administrative Assistant in the organization.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

#### Secretary / Administrative Assistant:

Performs a variety of clerical duties for one or more Officers, Directors, or Managers. Prepares correspondence, maintains records, processes documents, compiles regular and special reports.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Clerk:**

Provides general support for regular staff, volunteers and clients.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Accountant:**

Performs accounting tasks related to one or more accounting functions. Typically does not have supervisory responsibility. Position requires a degree in accounting or the equivalent in education and experience.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Controller:**

Responsible for operation of financial and bookkeeping services, including preparation of financial analyses, income and expense reports, budgets and governmental reports. May also be responsible for directing payroll and other financial operations.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Accountant Clerk / Bookkeeper:**

Provides a variety of record keeping services to Accountant, Controller or others managing the organizations' finances.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Manager of Communications / Marketing / Public Relations:**

Develops marketing programs to promote and support the organization's programs and services. Manages activities dealing with market research, product development, sales promotion, advertising, and market development and/or expansion of additional services. Develops, coordinates, manages, and administers all public relations policies. May be responsible for writing speeches for staff members of the organization. Communicates new programs, development activities, promotions, and other goodwill information to the media.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Director / Manager of Volunteers:**

Responsible for recruiting, training and scheduling volunteers to serve the needs of the organization. Maintains close ties with volunteers to keep them interested and active.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Human Resources Manager:**

Responsible for managing the human resource activities of the organization, including recruitment, hiring, benefits, compensation, performance management, employee relations, orientation and training. Responsible for establishing personnel policies, procedures and practices.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Human Resources Professional:**

Responsible for directing one major area of the human resource activities of the organization, including recruitment, hiring, compensation and benefits, employee relations, orientation and training. May recommend policies, procedures and practice related to assigned area of responsibility.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Director / Vice President of Management Information Systems:**

Responsible for determining long-term organization-wide information needs and developing overall strategy for information needs, systems development and hardware acquisition and integration.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Webmaster:**

Develops and maintains the organization's website. Ensures the website is secure, easy to navigate and addresses the needs of the organization's constituencies.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Computer Network (LAN/WAN) Administrator:**

Has full knowledge of the cable plant, network design and network software of the organization. Locates, diagnoses, and corrects or repairs network problems on a timely basis. Relocates and changes computer equipment, software, and cabling as necessary.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Computer Operator / Technology / Computer Support Specialist:**

Provides general support with the organization's technology (computer operations, networks, applications).

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Database Specialist:**

Develops and maintains the organization's computerized database(s).

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Development Positions****Major Gifts / Planned Giving Manager:**

Manages and may participate in all aspects of the organization's planned/deferred giving program. Develops, facilitates, and markets current and/or deferred and testamentary gifts from existing and prospective donors. Plans, develops and implements continuing education events for professional advisors.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Special Events Manager / Coordinator:**

Develops and coordinates special events to raise funds and support for the organization.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Development Specialist / Associate:**

Performs a variety of skilled administrative and clerical duties directly related to development activities. These include maintaining donor databases, developing/sending mass mailings, coordinating placement of advertisements, assisting and participating in special events, acknowledging gifts and donations, developing effective working relationships with donors, volunteers, government and foundation representatives and others. May provide secretarial support to development managers and staff.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Grant Proposal Manager:**

Manages and may participate in all proposal writing for grants, in accordance with the funders' giving policies, guidelines, and criteria.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Grant Proposal Writer:**

Prepares grant proposals in accordance with the funders' giving policies, guidelines, and criteria.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Meeting Planner:**

Manages meeting logistics for annual meetings and conventions, to include site selection, contract negotiation, budgeting, vendor selection, marketing, exhibits, and facility space management, among other duties.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Chapter Relations Administrator:**

Acts as main point of contact between national and local levels. Assists local affiliates with membership recruitment and retention through programmatic, marketing, and communications support. Builds relationships with key stakeholders to increase brand awareness and visibility.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Membership Project Manager:**

Develops membership recruitment and retention materials, and oversees processing of member applications and renewals. Develops and manages project budgets. Supports members, answers their needs and strengthens their commitment. Evaluates and analyzes recruitment and retention process.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Program Positions:****Program Manager:**

Supervises and may participate in one professional-level program requiring contact with clients and/or the community. Participates in program design and manages the program itself. (May be several positions responsible for one or more professional-level programs).

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Artistic Director:**

Develops and implements the artistic vision, direction and focus of the organization. Duties may include: management of the artistic and technical personnel; development, implementation, and evaluation of the organization's artistic programming; participation in the creation of promotion material for the organizations artistic programs; informs the board to enable appropriate decisions are made regarding policy, planning and budgeting; and is an advocate and spokesperson for the organization's artistic activities.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Social Worker I - Case Worker:**

Counsels and aids individuals and/or families requiring social service organization assistance. Interviews and evaluates applicants for services, formulates treatment plan and goals, carries out treatment plan, and aids applicants in obtaining services.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Social Worker II - Case Worker (Certified/Licensed):**

Counsels and aids individuals and/or families requiring social service organization assistance. Interviews and evaluates applicants for services, formulates treatment plan and goals, carries out treatment plan, and aids applicants in obtaining services. Requires special certification or license.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Social Worker III - Counselor:**

Provides individual and/or group counseling services to assist individuals to achieve more effective personal educational, and/or vocational development and adjustment.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Social Worker IV - Counselor (Certified/Licensed):**

Provides individual and/or group counseling services to assist individuals to achieve more effective personal, educational, and/or vocational development and adjustment. Requires special certification or license.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Program Specialist / Case Aide:**

Assists caseworker and clients by making routine community contacts with such institutions as schools, medical facilities and social services departments. May locate and make use of appropriate community resources for clients. May evaluate actual living conditions of clients through home visits.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Outreach Worker:**

Plans, organizes, and works with community groups concerned with social problems of the community.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$



**Registered Nurse:**

Performs a wide variety of patient care activities in assigned nursing situations. May act as team leader, or as Charge Nurse in the absence thereof. (Specifically excludes nurses working in such specialized areas as operating rooms, intensive care and anesthesia).

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Licensed Practical Nurse:**

Performs a wide variety of patient care activities of average difficulty in selected and specifically assigned nursing situations. Duties are performed under the supervision of a Registered Nurse.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Aide:**

Provides training and assistance to clients/patients and their families with personal care issues. No certification required.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Certified Aide:**

Provides training and assistance to clients/patients and their families with personal care issues. Required to have certifications (i.e., CPR).

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Day Care Worker:**

Instructs pre-school children in activities designed to promote social, physical, and intellectual growth in preparation for primary school. Plans individual and group activities to stimulate learning.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Teacher:**

Develops and implements educational/academic curriculum for children in Kindergarten to 12 grades.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

**Teacher Aide:**

Assists the teacher in implementing educational/academic plans and curriculum for children in Kindergarten to 12 grades.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

## Operation Positions:

### Facilities Manager:

Provides overall management to the general operations of the organization's building, shelter and/or residential facilities including staffing, daily operations, budgeting, funding, developing policies and community outreach. Manages construction and/or renovations during design, construction, completion, and occupancy.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

### Driver:

Operates a motor vehicle to transport parcels, supplies, and/or passengers.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

### Cook:

Prepares, plans, cooks and serves meals for clients and employees of organization. Maintains inventory for the kitchen.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

### Custodian / Maintenance Worker:

Cleans facilities and work areas. Uses and maintains cleaning supplies for the facility.

Required Education	Full-time employees	Average Salary	Salary Range (Do not report actual low and high paid.)	
None / High School / Some college / 4-year college / Masters / PhD, MD, Other	Please provide the number of full-time employees in each position. Can be a partial employee, .5 for example.	Please provide the average salary for this position.	Minimum	Maximum
		\$	\$	\$

### What factors do you use to determine pay rates for part-time staff (check all that apply)?

- No part-time staff
- Pro-rate from full-time pay rate
- Research industry standards for pay rates
- Determine employee pay rate from internal guidelines
- We do not use set guidelines for determining pay rates
- Other: \_\_\_\_\_

## Paid Time Off Benefits:

Do you provide work benefits (i.e. paid vacation, family leave, bereavement, etc.) to any of your employees?

- Yes
- No

Which employees are eligible to receive paid time off benefits?

- FULL-TIME employees only
- Both, FULL-TIME and PART-TIME employees

Which of the following BEST describes your organization's paid time off policy for your **FULL-TIME** employees?

- No policy in place
- Employees earn SEPARATE days for each of these benefits: holidays, sick days, vacation days, and personal days
- Employees earn COMBINATION of sick, vacation, or personal days (i.e. PTO) AND additional paid holidays

### FULL-TIME Employees:

Note: we have separated FULL-TIME employee information from PART-TIME employee.

What is the maximum number of days earned per year by **FULL-TIME** employees? \_\_\_\_\_

What is the maximum number of days that can be carried forward from year to year by **FULL-TIME** employees? \_\_\_\_\_

How many sick days do **FULL-TIME** employees earn per year? \_\_\_\_\_

What is the maximum number of sick days that can be carried forward to the next year by **FULL-TIME** employees? \_\_\_\_\_

How many paid holidays are provided to **FULL-TIME** employees? \_\_\_\_\_

Are unused sick days paid to **FULL-TIME** employees at time of termination of employment?

- Yes
- No

How many paid vacation days do **FULL-TIME** employees receive based on length of service?

Less than one year	
After 1 year	
After 2 years	
After 3 years	
After 5 years	
After 10 years	
After 15 years	

What is the maximum number of vacation days that can be carried forward to the following year by a **FULL-TIME** employee? \_\_\_\_\_

Are unused vacation days paid to **FULL-TIME** employees at time of termination of employment?

- Yes
- No

Is there a limit or maximum number of vacation days that can be paid to a **FULL-TIME** employee?

- Yes
- No

How many days does your organization provide separate paid time off for **FULL-TIME** employees for any of the following? If, None, select 0.

Job-related education/training	
Other education/training	
Voluntary service	
Court service	
Military leave	
Maternity/paternity family leave	
Family illness	
Bereavement	
Other	

Which of the following BEST describes your organization's paid time off policy for your **PART-TIME** employees?

- No policy in place
- Employees earn SEPARATE days for each of these benefits: holidays, sick days, vacation days, and personal days
- Employees earn COMBINATION of sick, vacation, or personal days (i.e. PTO) AND additional paid holidays

**PART-TIME Employees:**

Note: we have separated FULL-TIME employee information from PART-TIME employee.

What is the maximum number of days earned per year by **PART-TIME** employees? \_\_\_\_\_

What is the maximum number of days that can be carried forward from year to year by **PART-TIME** employees? \_\_\_\_\_

How many sick days do **PART-TIME** employees earn per year? \_\_\_\_\_

What is the maximum number of sick days that can be carried forward to the next year by **PART-TIME** employees? \_\_\_\_\_

How many paid holidays are provided to **PART-TIME** employees? \_\_\_\_\_

Are unused sick days paid to **PART-TIME** employees at time of termination of employment?

- Yes
- No

How many paid vacation days do **PART-TIME** employees receive based on length of service?

Less than one year	
After 1 year	
After 2 years	
After 3 years	
After 5 years	
After 10 years	
After 15 years	

What is the maximum number of vacation days that can be carried forward to the following year by a **PART-TIME** employee? \_\_\_\_\_

Are unused vacation days paid to **PART-TIME** employees at time of termination of employment?

- Yes
- No

Is there a limit or maximum number of vacation days that can be paid to a **PART-TIME** employee?

- Yes
- No

How many days does your organization provide separate paid time off for **PART-TIME** employees for any of the following? If, None, select 0.

Job-related education/training	
Other education/training	
Voluntary service	
Court service	
Military leave	
Maternity/paternity family leave	
Family illness	
Bereavement	
Other	

## Welfare and Insurance Plans:

Do you provide insurance benefits of any kind to any of your employees? (If you provide a stipend for insurance benefits, select yes).

- Yes
- No

Which employees in your organization are eligible to receive insurance benefits?

- FULL-TIME employees only
- Both, FULL-TIME and PART-TIME employees

Is there a minimum length of service required before an employee becomes eligible for insurance?

- Yes
- No

Enter the minimum length of service required before an employee becomes eligible for insurance in **NUMBER OF DAYS**. (For example, if the minimum length of service required is 3 months, enter 90 days). \_\_\_\_\_

Which of the following benefit plans does your organization provide to **FULL-TIME** employees? (select all that are offered by your organization.)

- Basic Life Insurance:** A life insurance policy that provides a fixed death benefit to the employee's beneficiaries.
- Basic Dependent Life Insurance:** Life insurance coverage for an employee's dependents, typically providing a smaller death benefit than basic life insurance.
- Optional Life Insurance:** Additional life insurance coverage that an employee can choose to purchase beyond basic life insurance, often with higher coverage limits.
- AD&D Insurance:** Accidental Death and Dismemberment Insurance provides benefits in case of death or injury due to an accident.
- Short-Term Disability:** Insurance that provides income replacement for a short period if an employee is unable to work due to illness or injury.
- Long-Term Disability:** Insurance that provides income replacement for an extended period if an employee is unable to work due to a long-term illness or injury.
- Medical Insurance (employee only):** Health insurance coverage that applies only to the employee, covering medical expenses.
- Medical Insurance (employee & dependents):** Health insurance coverage that applies to both the employee and their dependents, covering medical expenses.
- Dental Insurance (employee only):** Dental insurance coverage that applies only to the employee, covering dental care expenses.
- Dental Insurance (employee & dependents):** Dental insurance coverage that applies to both the employee and their dependents, covering dental care expenses.
- Retiree Medical Insurance (under age 65):** Health insurance coverage provided to retirees under age 65, typically bridging the gap until they become eligible for Medicare.
- Retiree Medical Insurance (age 65 and over):** Health insurance coverage provided to retirees age 65 and older, often supplemental to Medicare.
- Long-Term Care Plan:** Insurance that covers long-term services and support, such as personal and custodial care, either at home or in a facility.
- Defined Benefit Plan (Pension):** A retirement plan where the employee receives a predetermined monthly benefit based on salary and years of service.
- Defined Contribution Plan (401k, 403b):** A retirement plan where the employee and/or employer contribute to an individual account, with benefits depending on investment performance.
- Thrift Savings Plan (401k, 403b):** A retirement savings plan for federal employees, similar to a 401(k), allowing contributions to individual accounts with investment options.
- Stipend to Purchase Insurance:** A fixed amount of money provided by an employer to help an employee purchase insurance coverage, often used for health insurance.

What percentage of the **Basic Life Insurance** premium does the employer pay? (Please round to the closest percentage.) \_\_\_\_%

What percentage of the **Basic Dependent Life Insurance** premium does the employer pay? (Please round to the closest percentage.) \_\_\_\_%

What percentage of the **Optional Life Insurance** premium does the employer pay? (Please round to the closest percentage.) \_\_\_\_%

What percentage of the **AD&D Insurance** premium does the employer pay? (Please round to the closest percentage.) \_\_\_\_%

What percentage of the **Short-Term Disability** premium does the employer pay? (Please round to the closest percentage.) \_\_\_\_%

What percentage of the **Long-Term Disability** premium does the employer pay? (Please round to the closest percentage.) \_\_\_\_%

What percentage of the **Medical Insurance (employee only)** premium does the employer pay? (Please round to the closest percentage.) \_\_\_\_%

What percentage of the **Medical Insurance (employee & dependents)** premium does the employer pay? (Please round to the closest percentage.) \_\_\_\_%

What percentage of the **Dental Insurance (employee only)** premium does the employer pay? (Please round to the closest percentage.) \_\_\_\_%

What percentage of the **Dental Insurance (employee & dependents)** premium does the employer pay? (Please round to the closest percentage.) \_\_\_\_%

What percentage of the **Retiree Medical Insurance (under age 65)** premium does the employer pay? (Please round to the closest percentage.) \_\_\_\_%

What percentage of the **Retiree Medical Insurance (age 65 and over)** premium does the employer pay? (Please round to the closest percentage.) \_\_\_\_%

What percentage of the **Long-Term Care Plan** premium does the employer pay? (Please round to the closest percentage.) \_\_\_\_%

What percentage of the **Defined Benefit Plan (Pension)** premium does the employer pay? (Please round to the closest percentage.) \_\_\_\_%

What percentage of the **Defined Contribution Plan (401k, 403b)** premium does the employer pay? (Please round to the closest percentage.) \_\_\_\_%

What percentage of the **Thrift Saving Plan (401k, 403b)** premium does the employer pay? (Please round to the closest percentage.) \_\_\_\_%

What is the **dollar amount** of the **Stipend** provided to employees to purchase insurance? \$ \_\_\_\_

Which of the following benefit plans does your organization provide to **PART-TIME** employees?

- **Basic Life Insurance:** A life insurance policy that provides a fixed death benefit to the employee's beneficiaries.
- **Basic Dependent Life Insurance:** Life insurance coverage for an employee's dependents, typically providing a smaller death benefit than basic life insurance.
- **Optional Life Insurance:** Additional life insurance coverage that an employee can choose to purchase beyond basic life insurance, often with higher coverage limits.
- **AD&D Insurance:** Accidental Death and Dismemberment Insurance provides benefits in case of death or injury due to an accident.
- **Short-Term Disability:** Insurance that provides income replacement for a short period if an employee is unable to work due to illness or injury.
- **Long-Term Disability:** Insurance that provides income replacement for an extended period if an employee is unable to work due to a long-term illness or injury.
- **Medical Insurance (employee only):** Health insurance coverage that applies only to the employee, covering medical expenses.
- **Medical Insurance (employee & dependents):** Health insurance coverage that applies to both the employee and their dependents, covering medical expenses.
- **Dental Insurance (employee only):** Dental insurance coverage that applies only to the employee, covering dental care expenses.
- **Dental Insurance (employee & dependents):** Dental insurance coverage that applies to both the employee and their dependents, covering dental care expenses.
- **Retiree Medical Insurance (under age 65):** Health insurance coverage provided to retirees under age 65, typically bridging the gap until they become eligible for Medicare.
- **Retiree Medical Insurance (age 65 and over):** Health insurance coverage provided to retirees age 65 and older, often supplemental to Medicare.
- **Long-Term Care Plan:** Insurance that covers long-term services and support, such as personal and custodial care, either at home or in a facility.
- **Defined Benefit Plan (Pension):** A retirement plan where the employee receives a predetermined monthly benefit based on salary and years of service.
- **Defined Contribution Plan (401k, 403b):** A retirement plan where the employee and/or employer contribute to an individual account, with benefits depending on investment performance.
- **Thrift Savings Plan (401k, 403b):** A retirement savings plan for federal employees, similar to a 401(k), allowing contributions to individual accounts with investment options.
- **Stipend to Purchase Insurance:** A fixed amount of money provided by an employer to help an employee purchase insurance coverage, often used for health insurance.

What percentage of the **Basic Life Insurance** premium does the employer pay? (Please round to the closest percentage.) \_\_\_\_%

What percentage of the **Basic Dependent Life Insurance** premium does the employer pay? (Please round to the closest percentage.) \_\_\_\_%

What percentage of the **Optional Life Insurance** premium does the employer pay? (Please round to the closest percentage.) \_\_\_\_%

What percentage of the **AD&D Insurance** premium does the employer pay? (Please round to the closest percentage.) \_\_\_\_%

What percentage of the **Short-Term Disability** premium does the employer pay? (Please round to the closest percentage.) \_\_\_\_%

What percentage of the **Long-Term Disability** premium does the employer pay? (Please round to the closest percentage.) \_\_\_\_%

What percentage of the **Medical Insurance (employee only)** premium does the employer pay? (Please round to the closest percentage.) \_\_\_\_%

What percentage of the **Medical Insurance (employee & dependents)** premium does the employer pay? (Please round to the closest percentage.) \_\_\_\_%

What percentage of the **Dental Insurance (employee only)** premium does the employer pay? (Please round to the closest percentage.) \_\_\_\_%

What percentage of the **Dental Insurance (employee & dependents)** premium does the employer pay? (Please round to the closest percentage.) \_\_\_\_%

What percentage of the **Retiree Medical Insurance (under age 65)** premium does the employer pay? (Please round to the closest percentage.) \_\_\_\_%

What percentage of the **Retiree Medical Insurance (age 65 and over)** premium does the employer pay? (Please round to the closest percentage.) \_\_\_\_%

What percentage of the **Long-Term Care Plan** premium does the employer pay? (Please round to the closest percentage.) \_\_\_\_%

What percentage of the **Defined Benefit Plan (Pension)** premium does the employer pay? (Please round to the closest percentage.) \_\_\_\_%

What percentage of the **Defined Contribution Plan (401k, 403b)** premium does the employer pay? (Please round to the closest percentage.) \_\_\_\_%

What percentage of the **Thrift Saving Plan (401k, 403b)** premium does the employer pay? (Please round to the closest percentage.) \_\_\_\_%

What is the **dollar amount** of the **Stipend** provided to employees to purchase insurance? \$ \_\_\_\_\_

Are non-married partners of your employees offered the same benefits that are generally offered to dependents of married employees?

- Yes  No

How has the cost of providing benefits changed in the last two years?

- Decreased  Stayed the same  Increased

What measures have you taken to offset the increasing cost of providing benefits? (Select all that apply).

- Eliminated benefits  Increased the percentage paid by the EMPLOYER  
 Reduced benefits  Other \_\_\_\_\_  
 Switched to less expensive benefit plans  
 Increased the percentage paid by the EMPLOYEE

Have you made any changes to benefits in the past two years?

- Yes  No

Please describe changes that were made to benefits in the past two years.

Are you considering making any changes to benefits in the next year?

- Yes  No

Please describe the changes you are considering making to benefits in the next year.



## Trends in Compensation:

How many positions did you add in your last fiscal year?

- Full-Time \_\_\_\_
- Part-Time \_\_\_\_

Are you anticipating adding new positions in this/the next fiscal year?

- Yes  No

How many positions do you anticipate adding in this/the next fiscal year?

- Full-Time \_\_\_\_
- Part-Time \_\_\_\_

Please weigh the factors that contributed to eliminating positions on a scale of 1 to 5, where 1=Low Importance and 5=High Importance.

	1 (Low)	2	3	4	5 (High)
Grant termination or non-renewal					
Program / position elimination					
Budget restriction / contraction issues					
Restructuring					
Other (Please specify):					

Do you anticipate giving a percentage salary increase for 2025?

- Yes  No

Which of the following factors impacted your salary increase decision, on a scale of 1 to 5, where 1=Low Importance and 5=High Importance?

	1 (Low)	2	3	4	5 (High)
Consumer Price Index / Inflation					
Information on / from other agencies or professional contacts					
Survey data from formal surveys					
Budget restrictions / contraction issues					
History or concern over employee retention					
Performance or merit					
Other (Please specify):					

**Visit the Salary and Benefits survey webpage to get access to the online survey!**

<https://info.umkc.edu/centers/mcni/resources/salary-benefits/>