



COMMUNITY
FOUNDATION

of Sarasota County

A background image showing a person's hands working with documents and a calculator. The documents contain various charts, including a pie chart and a line graph. A white calculator is in the foreground, with a hand holding a pen over it. A blue diagonal line runs across the bottom of the image.

2022 NONPROFIT COMPENSATION & BENEFITS REPORT

Sarasota, Manatee, Charlotte, and DeSoto Counties

The CFSC Compensation Report:

An Analysis of Nonprofits in
Sarasota, Manatee, Charlotte, and DeSoto counties

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To our nonprofit partners,

The Community Foundation of Sarasota County is proud to bring you the 2022 Nonprofit Compensation and Benefits Report. This report analyzes the survey responses of 80 organizations across Sarasota, Manatee, and Charlotte counties and helps create benchmarks for many positions across the nonprofit sector. Our intention is for the data provided in this report to inform decision making and strategic planning around professional growth, compensation, benefits, and staff retention.

We would like to extend special thanks to the organizations who took the time to complete the survey. The information provided is valuable data that can be used as a reference tool for nonprofit leaders throughout our region.

This report is one way we demonstrate our commitment to strengthening our nonprofit partners to improve the lives of many throughout our region. We have been tracking nonprofit compensation with community-wide assessments since 2006 and using the results to inform our trainings, the offerings of our complimentary consultants, and more activities. In sharing data across the region through these means, as well as our public nonprofit database [The Giving Partner](#), we aim to offer a transparent view into a vitally important industry where sound management practices are literally changing lives.

This report is offered free of charge to all nonprofits and interested parties. Please share this report with your colleagues and peers. We hope that you find this resource useful and informative. Thank you for the important work you do for our region's communities. Together, we can help our nonprofit community grow even stronger.

Sincerely,

A handwritten signature in black ink that reads "Roxie Jerde".

Roxie Jerde
President and CEO

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Overview of The Compensation Report

The 2022 Community Foundation of Sarasota County (CFSC) Compensation Report includes information on more than 100 specific nonprofit job titles within the Florida counties of Sarasota, Manatee, Charlotte, and DeSoto. These positions range from administrative support to senior executives. The salary and benefit information are comprised of responses from a self-reported survey conducted from August - October 2022. Information from this report can be used to help nonprofit organizations calculate raises, find the market value for specific positions, and retain or recruit employees.

The CFSC Compensation Report seeks to serve as a representative sample of the large nonprofit community within the Florida counties of Sarasota, Manatee, Charlotte, and DeSoto.

This report includes graphs depicting the demographic makeup of participants in areas including county, budget size, staff size, and organization category. Additional graphs show what percentages reported an overall budget increase or decrease and salary budget increase or decrease. Also included are tables summarizing the criteria these organizations use in determining salary increases and the average increase offered at each performance and job level.

This report also includes a robust benefits section, which details nonprofit organizations' behavior when offering employee benefits. These benefits include: health care, paid leave, retirement plans, incentive plans, and executive benefits. Some data in this section is cross tabulated by budget size, as this is the metric that correlates most strongly with employee benefit fidelity.

Weighted average salaries and bonuses for each job title are provided, cross tabulated by county, budget size, staff size and organization category. For weighted average salary tabulation, positions not reaching a statistically significant threshold have been suppressed.

Detailed salary data for each job title is summarized within this report. Job titles are conveniently grouped by job function and can be found through the two indices at the back of the book, job title or job number.

Each job title profile contains a "highlights" box showing the group average (weighted and trimmed), as well as the percent of orgs awarding bonuses to the given job title. The quartile amounts have also been displayed where sufficient data was available.

The survey methodology and a glossary of terms are on the following pages.

Methodology for The Compensation Report

Survey Instrument:

The survey instrument queried participating organizations on their classification in several areas, including county, budget size, staff size, and organization category. This enabled cross-tabulation of data based on these criteria. Additionally, the survey asked participants to define employee benefits offerings, salary increase criteria, as well as changes in overall budget and salary budget.

Data Collection:

Survey participants were solicited in the following two ways:

1. In July of 2022, an email was sent to "key contacts" from each of the nonprofits within the Community Foundation of Sarasota County's mailing list. In the subsequent weeks, email reminders were sent out to all organizations that have not completed the survey.
2. During the summer of 2022, survey information was disseminated through a CFSC press release.

Survey respondents utilized an online interface with a unique login and password that allowed them to save progress and return later. The survey was officially closed on Oct. 10, 2022.

Sample Size, Response Rate, and Confidence Interval:

Of the 6000 invitations to participate sent out, 80 were completed for an overall completion rate of 1.33%. This is consistent with a margin of error of 10.90% with a confidence interval of 95%, assuming a normal distribution within the sample of respondents.

This margin of error and confidence level indicates that for all analyses of data from the 80 survey respondents, we can be 95% confident that figures are within +/- 10.90 percentage points of the actual figures from the whole population of organizations invited to participate in this study.

It should be noted that any survey contains unknown levels of error from a number of sources, including the question wording, question order, respondent misunderstandings, non-response rates, and other difficulties related to conducting survey research.

All data reported in *The Community Foundation of Sarasota County Compensation Report: An Analysis of Nonprofits in Sarasota, Manatee, Charlotte, and DeSoto counties* was self-reported by survey participants. When the accuracy of data appeared to be contradictory or unlikely, it was verified when possible, for clarification by contacting the reporting organizations. When this was not possible, suspect data was removed. Survey responses were considered complete if responses contained at least 1 credible source of salary data. Therefore, it is important to note that not every question was answered by each respondent.

Glossary of Terms

MIN

Indicates the actual lowest salary paid within all participant employees belonging to a specific job title

1st Quartile

Indicates the mid-point between the actual low salary and the median salary paid within all participant employees belonging to a specific job title; represents the highest salary paid in the bottom 25% of that group

Median

The salary figure occupying the middle position when all reported salary figures paid within participant employees belonging to a specific job title are arranged in ascending order.

3rd Quartile

Indicates the mid-point between the median salary and the actual high salary paid within all participant employees belonging to a specific job title; represents the highest salary paid in the bottom 75% of that group

MAX

Indicates the actual highest salary paid within all participant employees belonging to a specific job title

(**Note:** Quartile details will only appear for positions with at least 12 unique organizations reporting that position)

Group Average

The average salary paid to participant employees within a specific job title; calculated by totaling all unique salaries paid within that job title and dividing the total by the number of unique salaries.

Weighted Average

The average salary paid to participant employees belonging to a specific job title, taking into account the number of employees earning each unique salary; calculated by multiplying each unique salary paid within a specific job title by the number of employees earning that unique salary, then totaling the results and dividing the total by the number of all employees within that job title group.

Group Average (Weighted & Trimmed)

This is the same as Weighted Average, except that outliers have been "trimmed" from the calculation. An outlier is operationally defined as any salary value that is greater than three standard deviations from the average salary in both directions. Note: This calculation is only provided when a given job title has at least 12 unique organizations reporting the position.

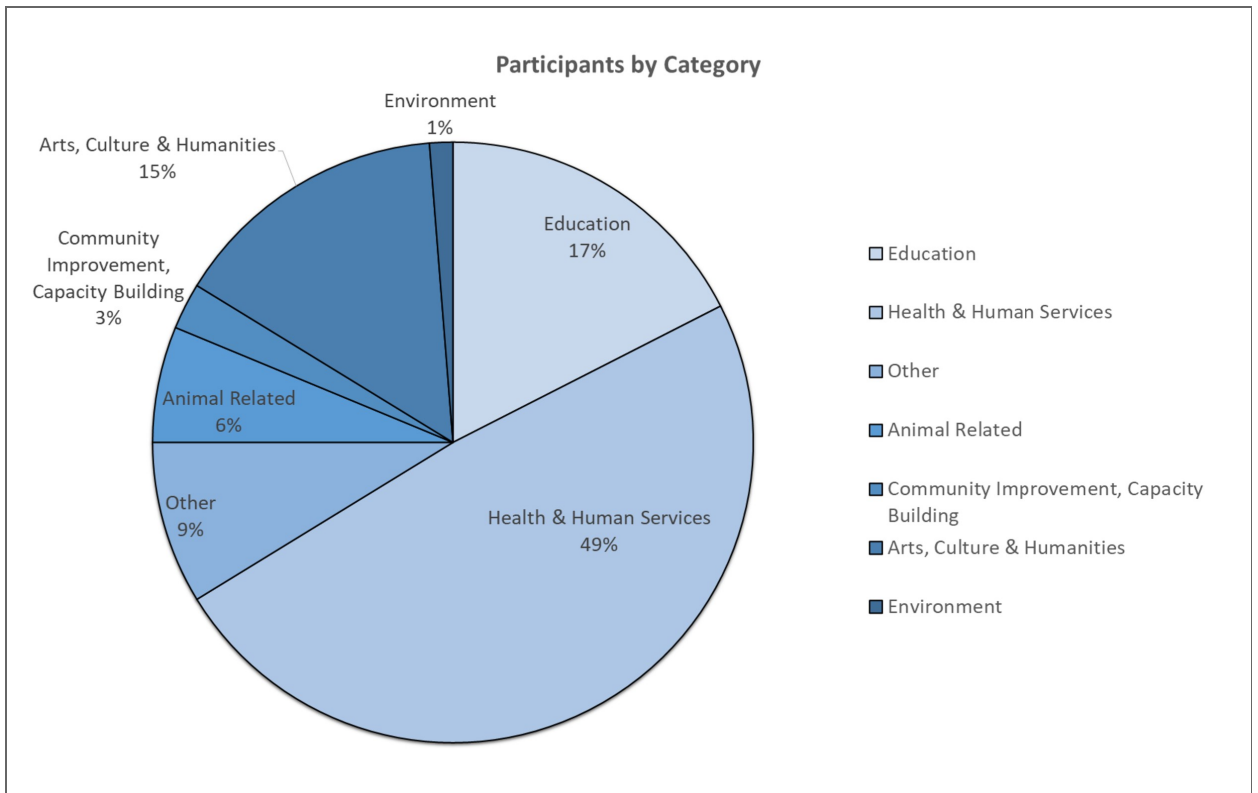
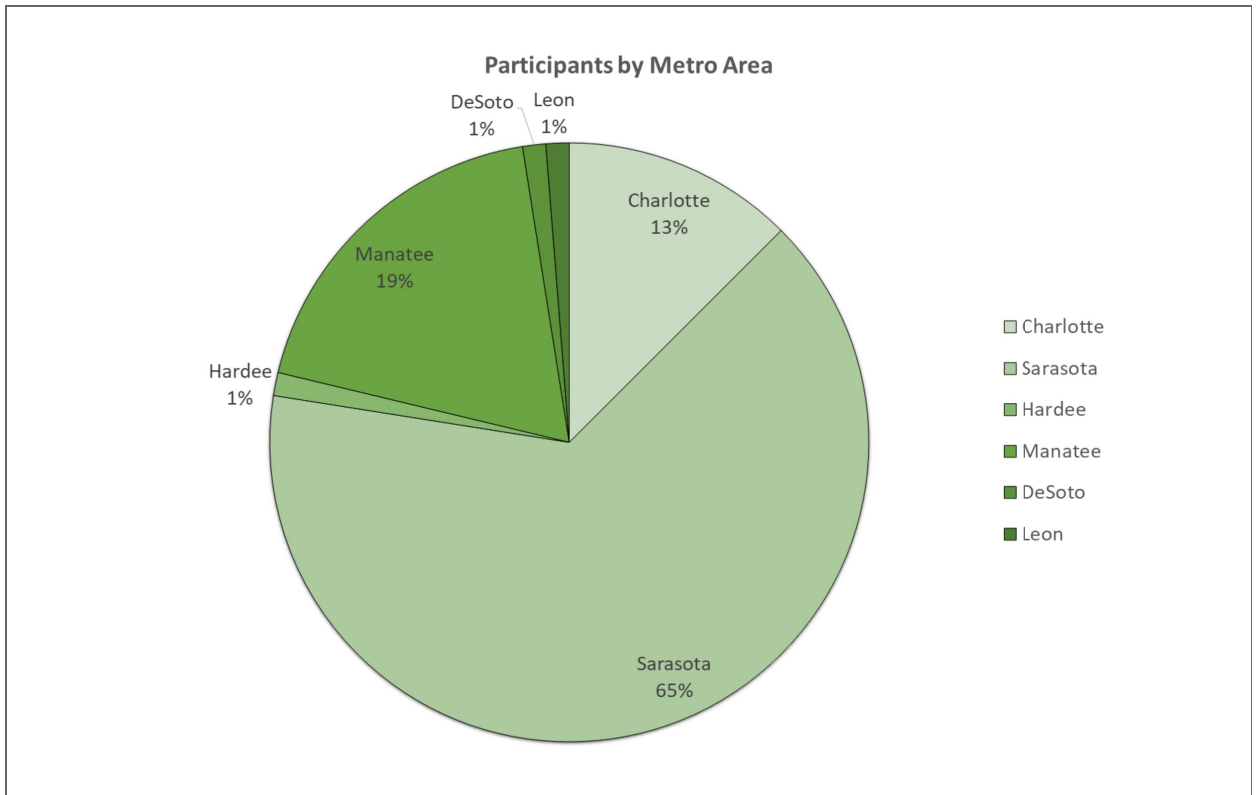
% Orgs Offering Bonus

This is the percent of organizations reporting a given job title which offer a bonus to persons having that job title. Please note: this percent only refers to eligibility of receiving a bonus, as opposed to the percent of employees actually receiving a bonus.

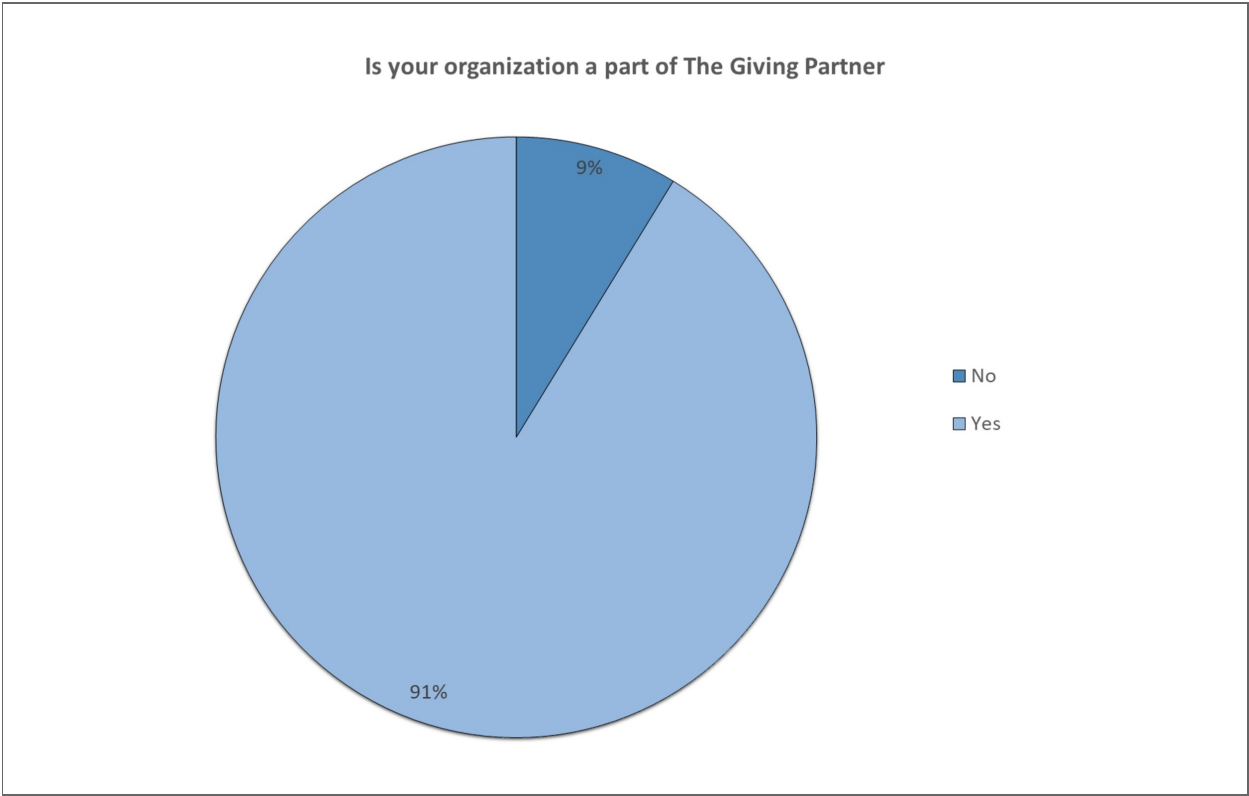
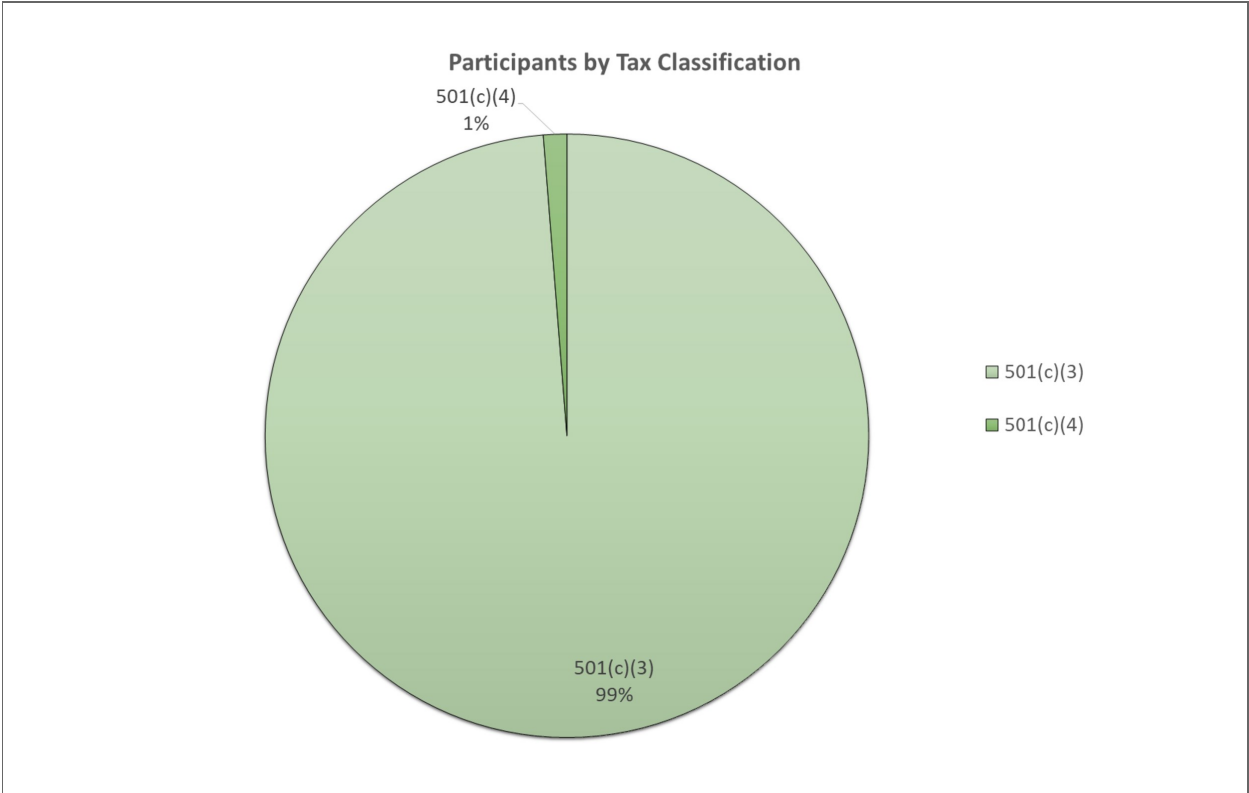
% Eligible Employees Receiving Bonus

This is the percent of eligible employees at organizations who actually received a bonus in the 2021-2022 fiscal year. The calculation is: [# employees actually receiving a bonus] / [# of total employees of a job title at organizations where persons having that job title are eligible for a bonus]

Participant Demographics

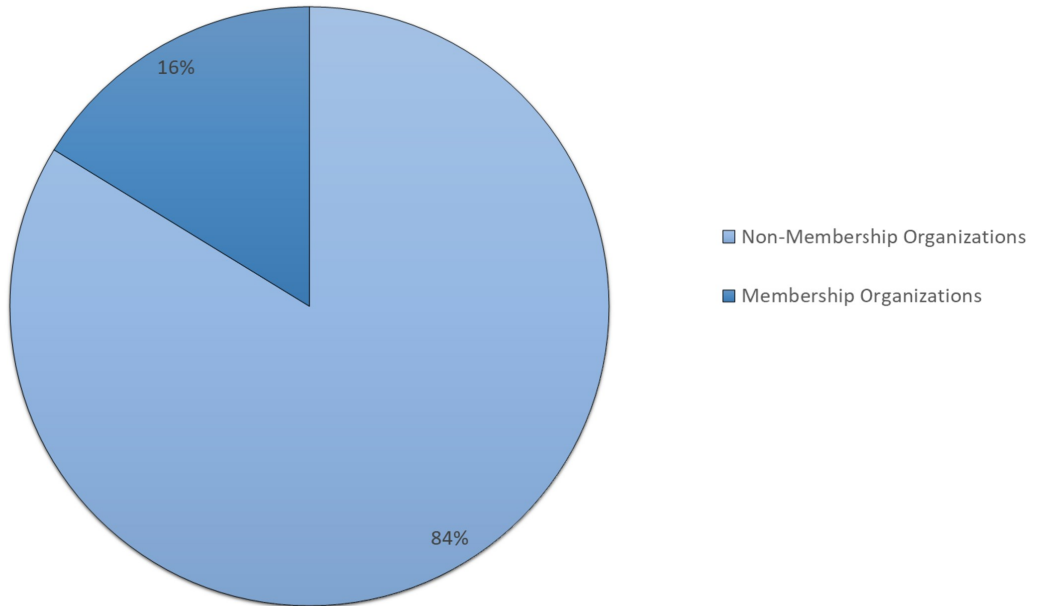


Participant Demographics

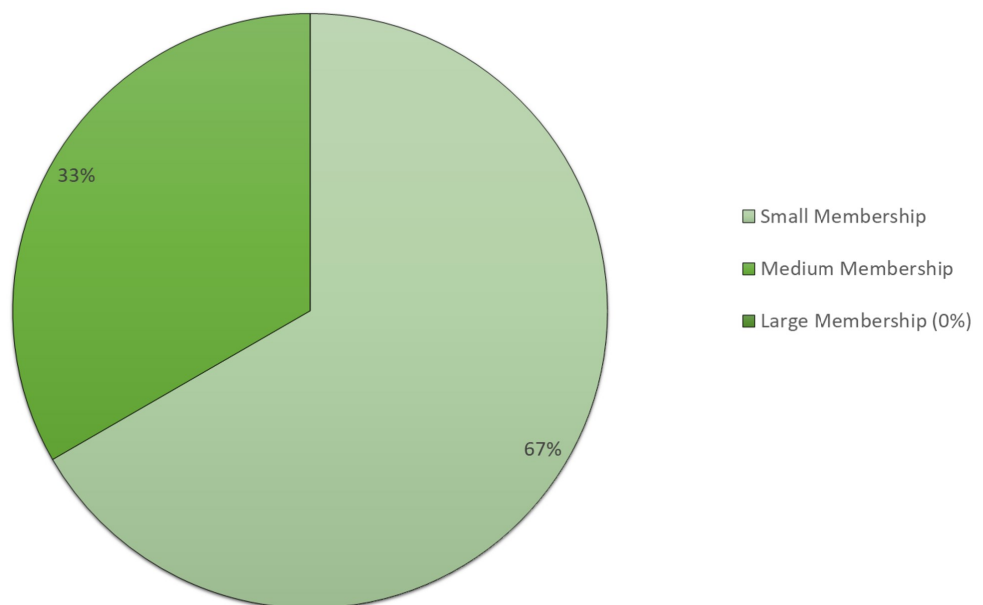


Participant Demographics

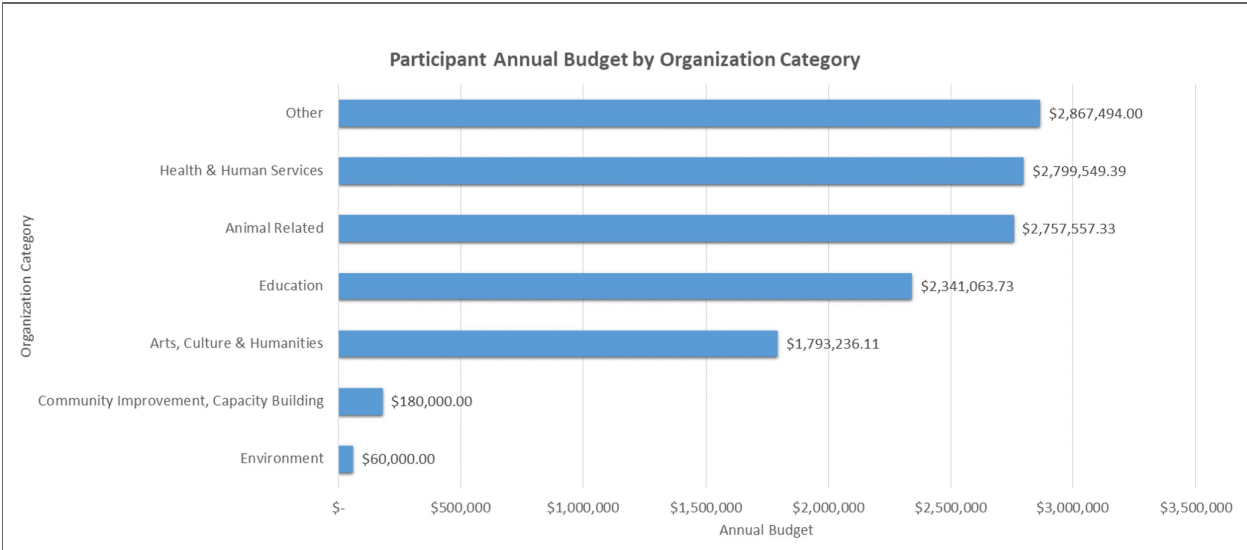
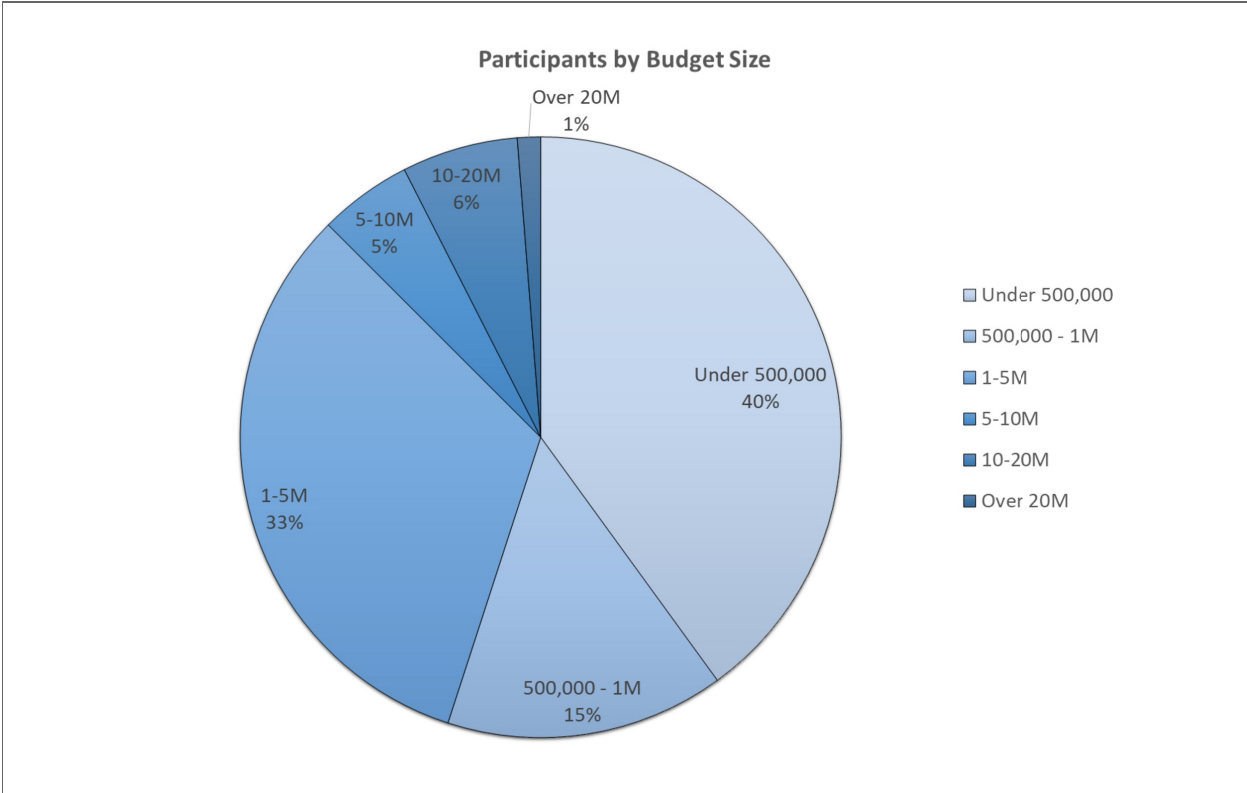
Percent of Respondents Identifying as a Membership Organization



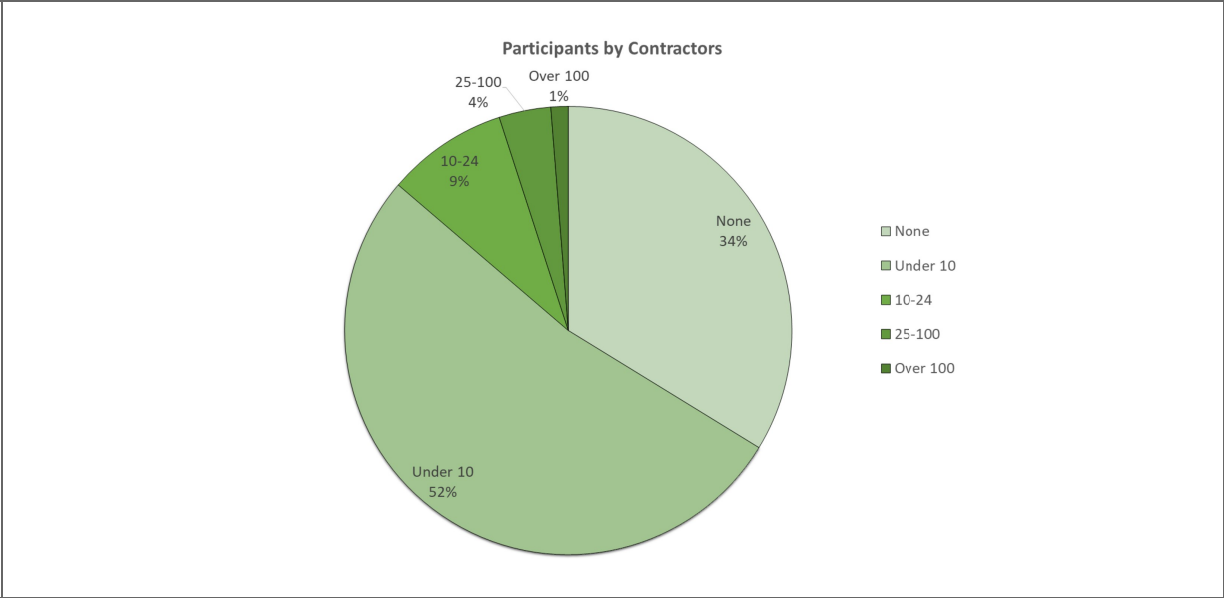
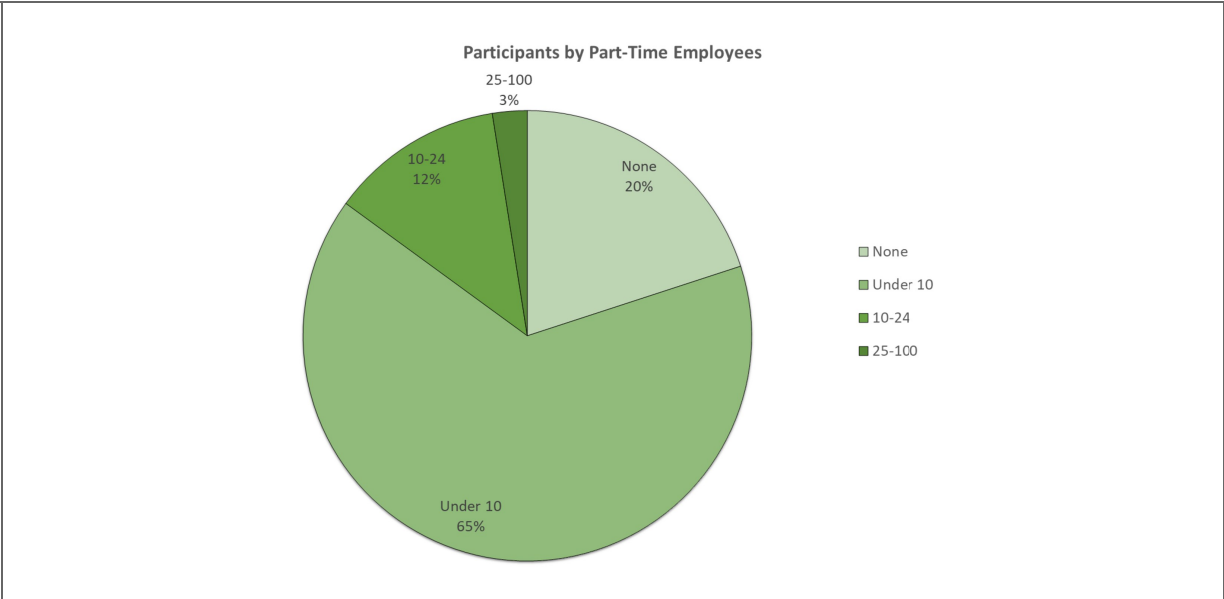
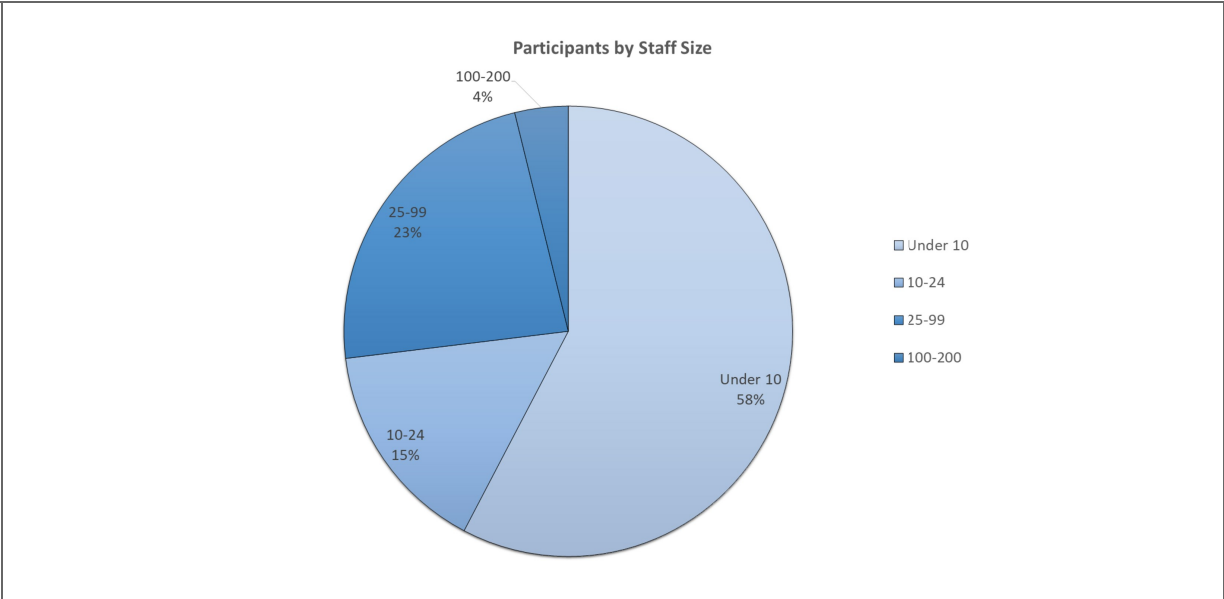
Participants by Membership Size



Participant Demographics



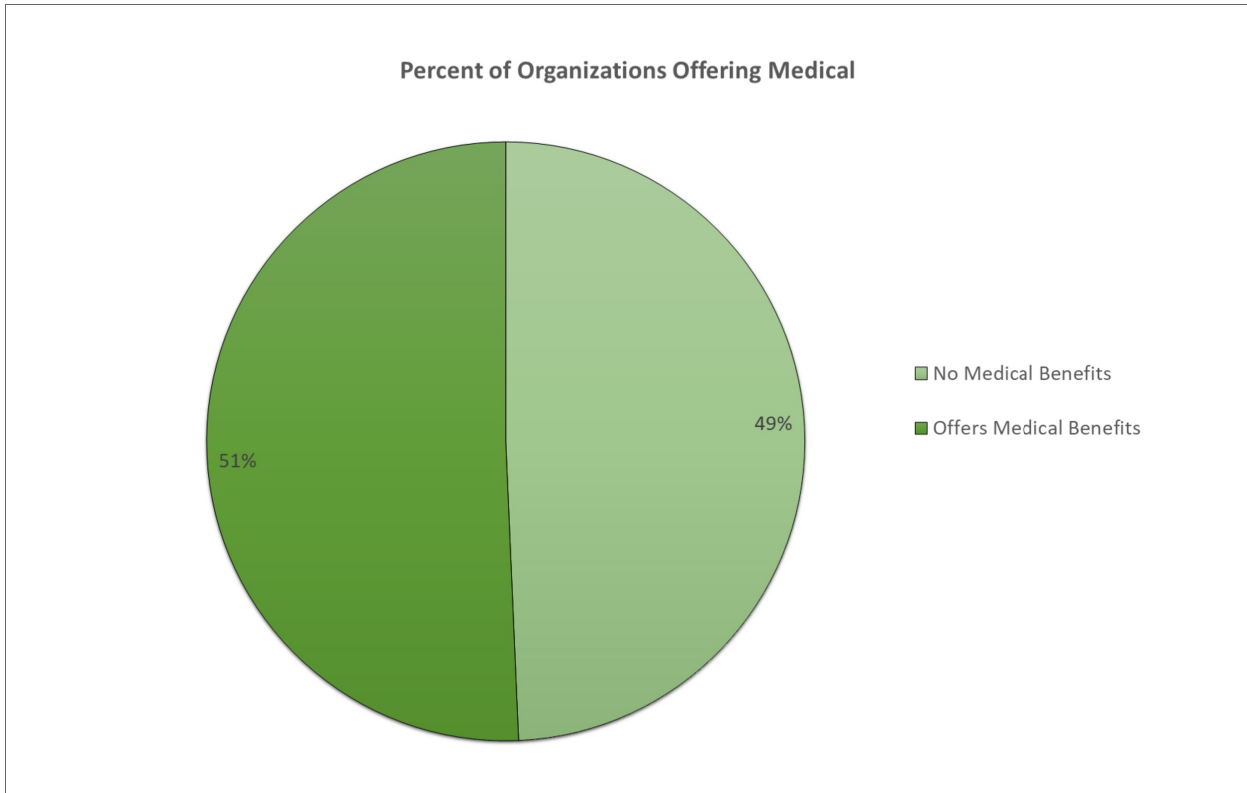
Participant Demographics



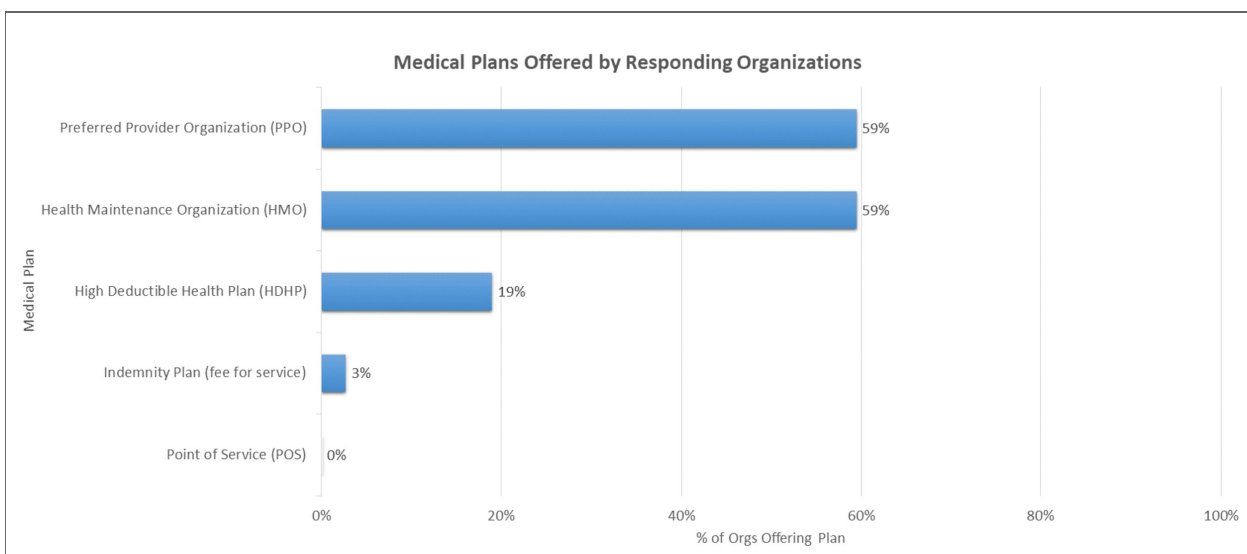
Participant Benefits

Medical Plans

This section contains survey responses related to the proliferation of medical insurance plans. Figure 1 displays the percent of organizations offering some kind of medical plan to employees; Figure 2 displays a breakdown of the different plans utilized by organizations offering a medical plan.



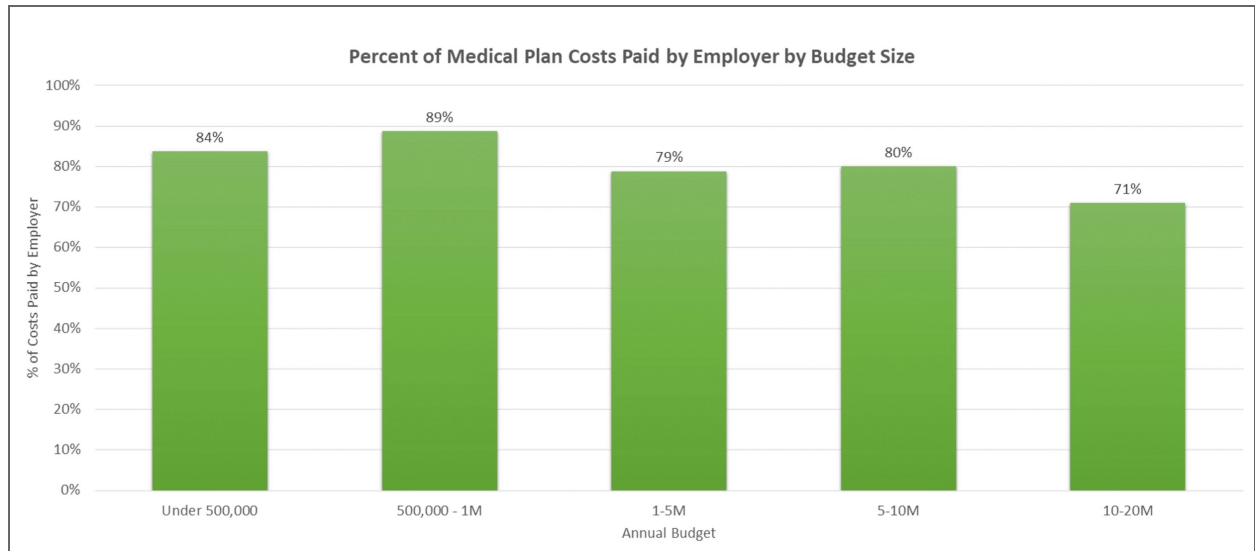
[Figure 1]



[Figure 2]

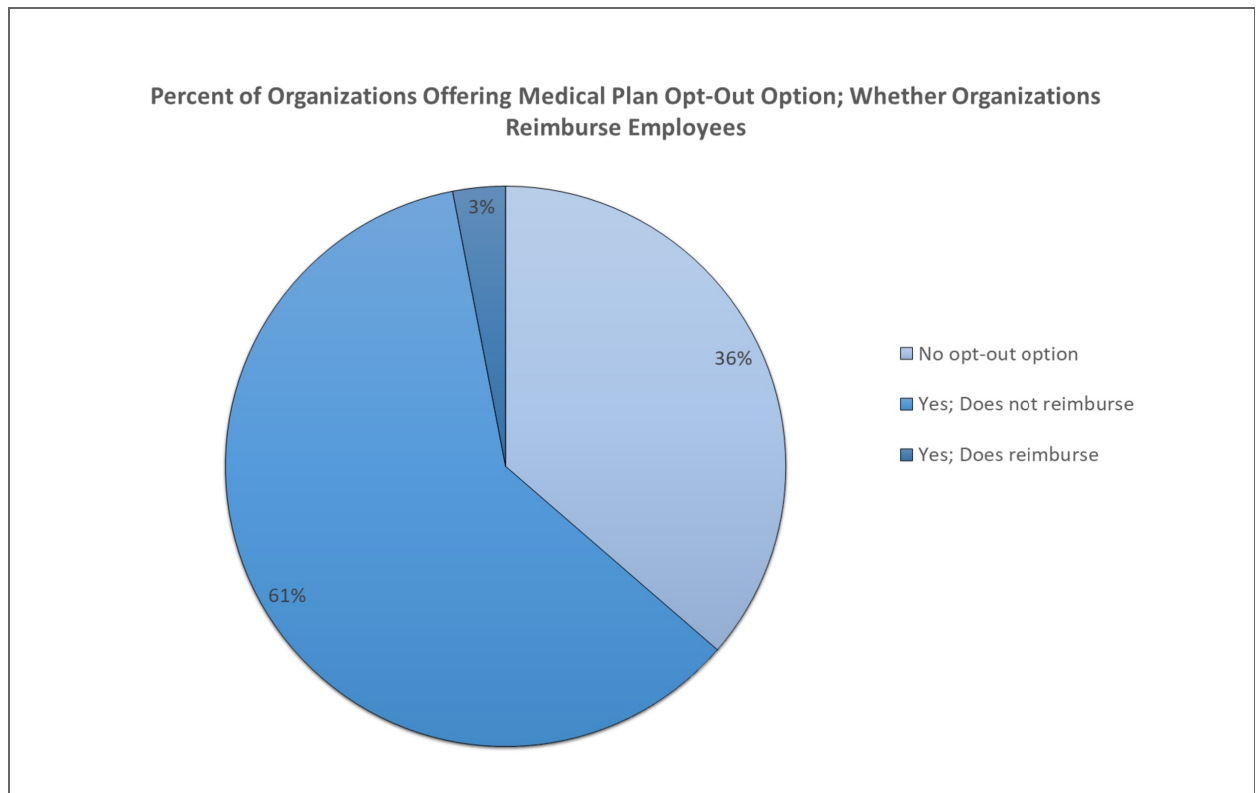
Participant Benefits

Figure 3 contains a cross-tabulation analysis of the percent contribution of medical plan costs an organization pays according to the budget size of the organization. Throughout this section, budget size is used for cross-tabulation analysis; this is because budget size correlates strongly with benefit plan fidelity.



[Figure 3]

Figure 4 displays the percent of responding organizations offering a medical plan who also offer employees an option to “opt-out” of the medical plan. The graph further details the percent of organizations offering an “opt-out” option who reimburse employees for the cost of the medical plan.

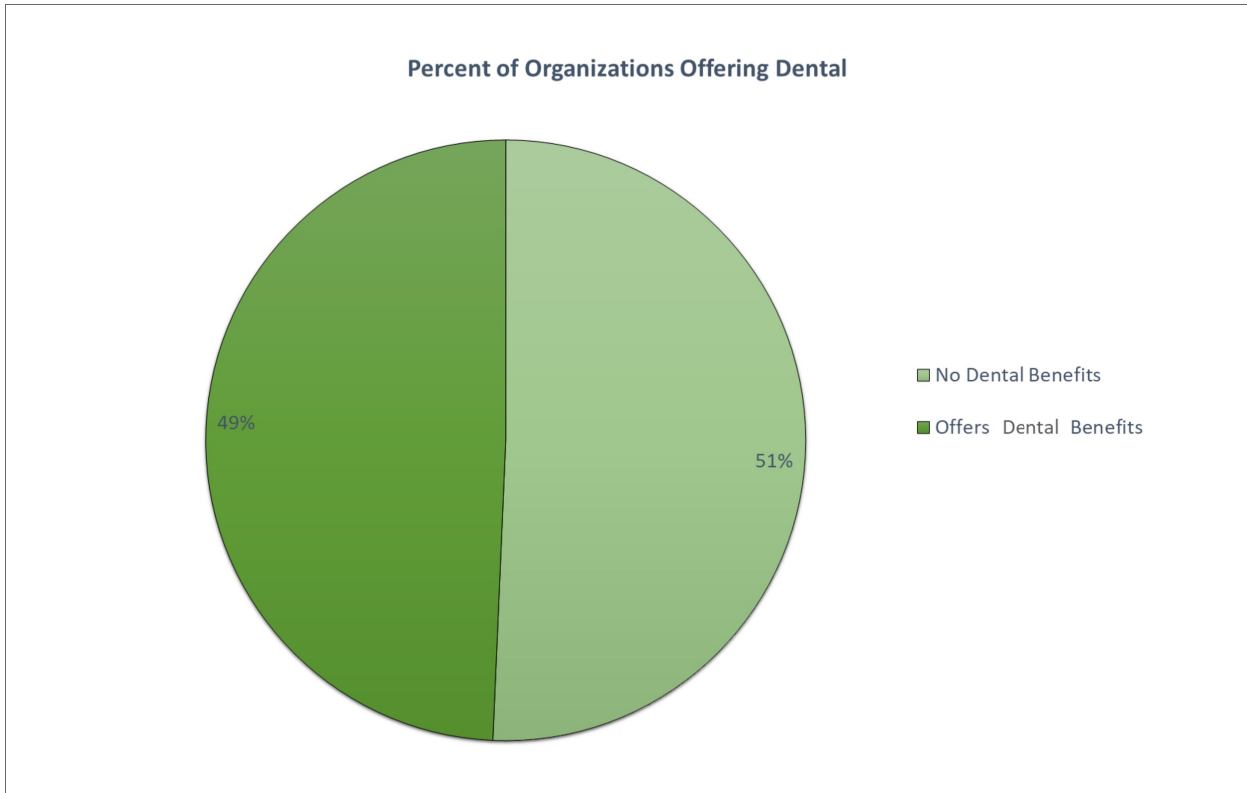


[Figure 4]

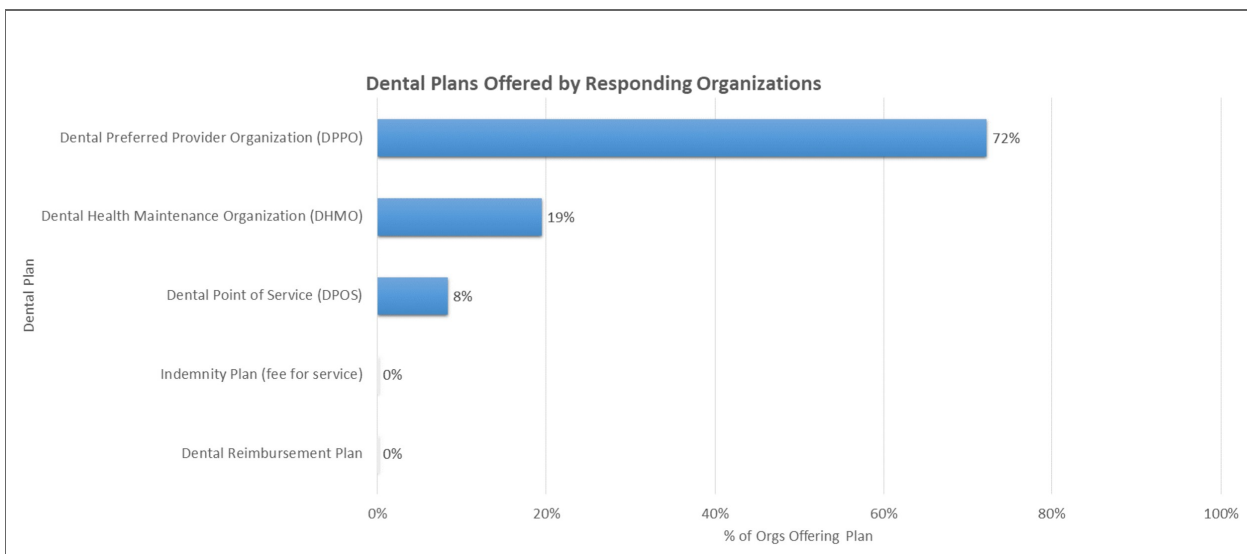
Participant Benefits

Dental Plans

This section contains survey responses related to the proliferation of dental insurance plans. Figure 5 displays the percent of organizations offering some kind of dental plan to employees; Figure 6 displays a breakdown of the different plans utilized by organizations offering a dental plan.



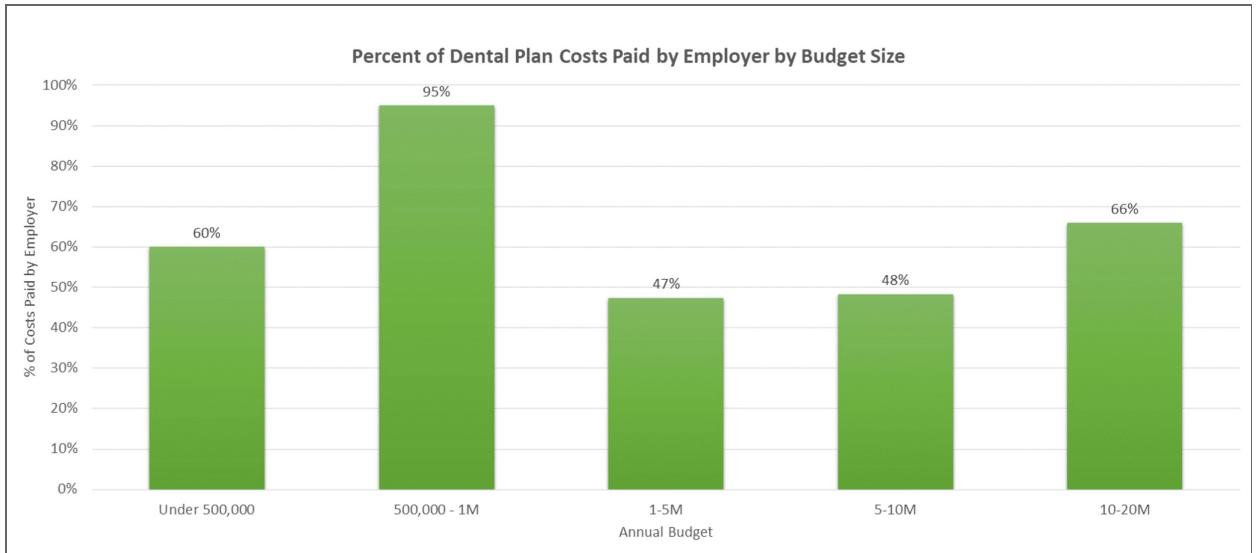
[Figure 5]



[Figure 6]

Participant Benefits

Figure 7 contains a cross-tabulation analysis of the percent contribution of dental plan costs an organization pays according to the budget size of the organization.

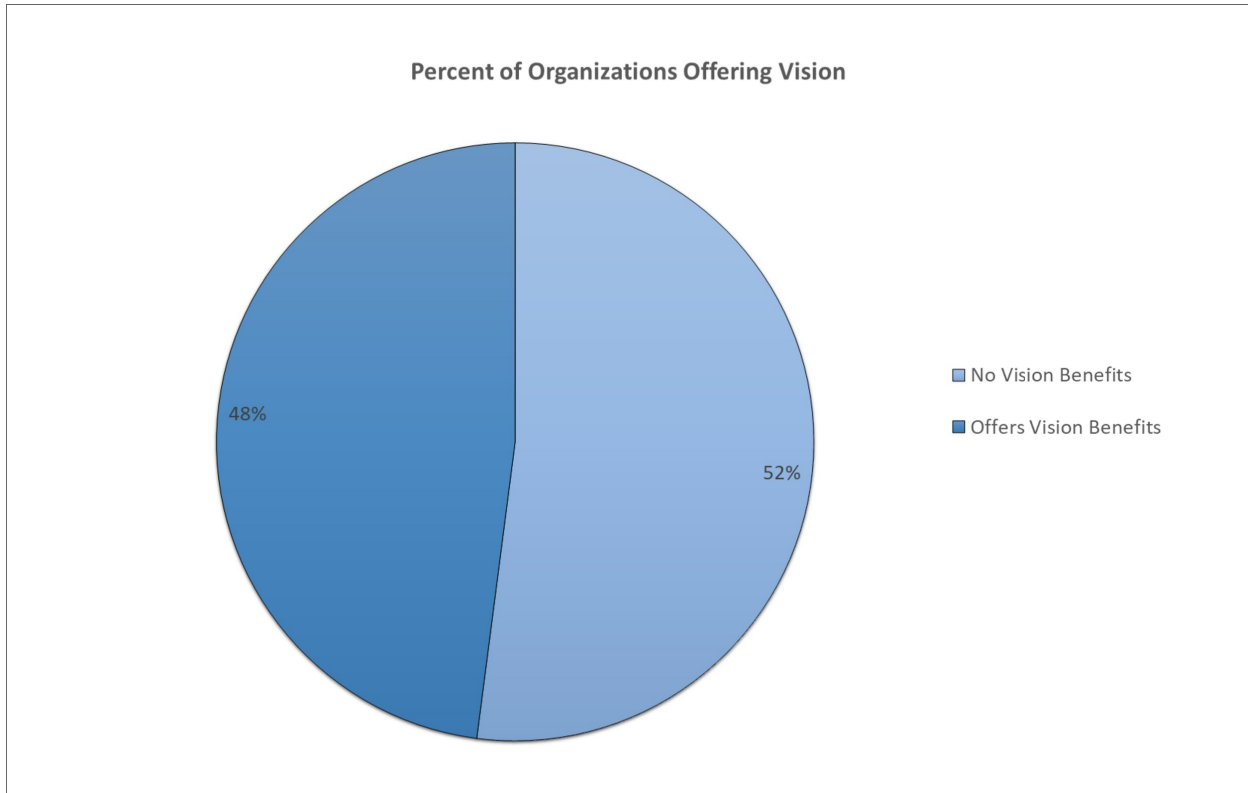


[Figure 7]

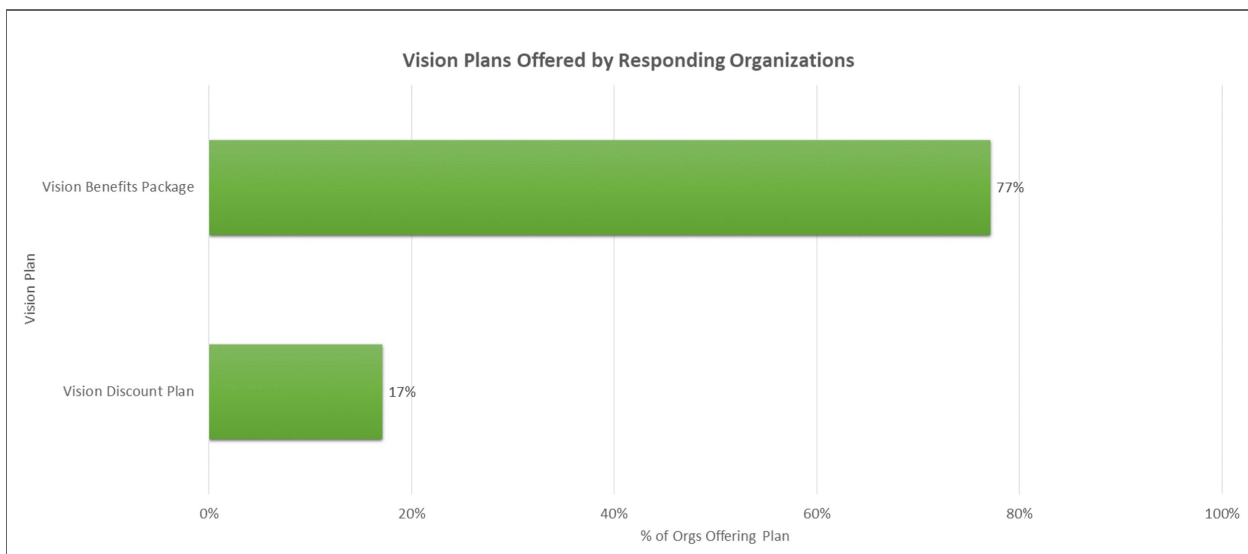
Participant Benefits

Vision Plans

This section contains survey responses related to the proliferation of vision insurance plans. Figure 8 displays the percent of organizations offering some kind of vision plan to employees; Figure 9 displays a breakdown of the different plans utilized by organizations offering a vision plan.



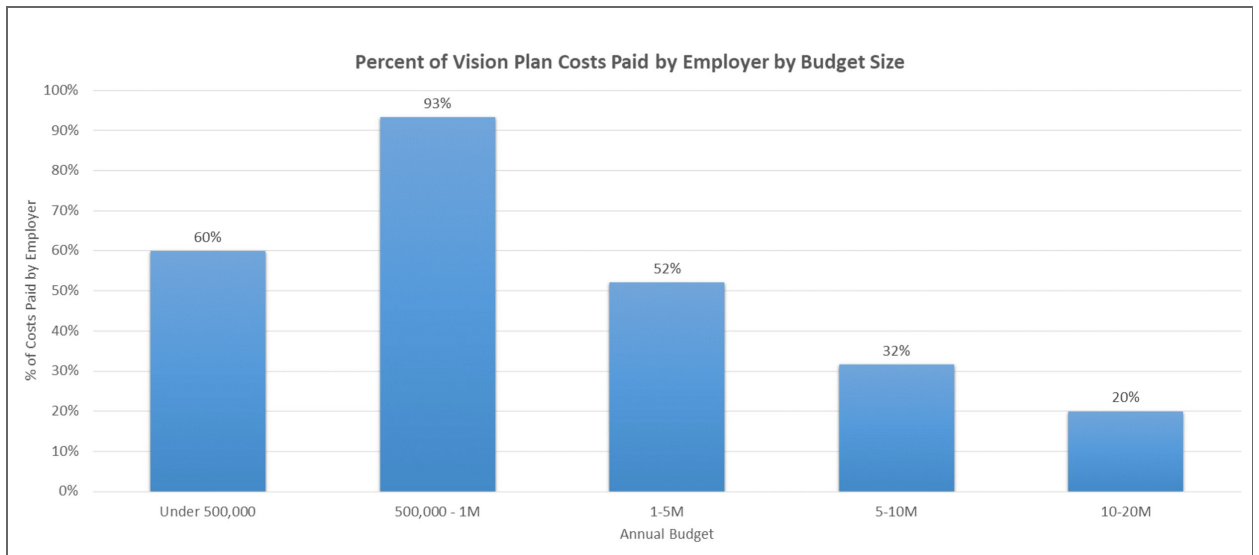
[Figure 8]



[Figure 9]

Participant Benefits

Figure 10 contains a cross-tabulation analysis of the percent contribution of vision plan costs an organization pays according to the budget size of the organization.

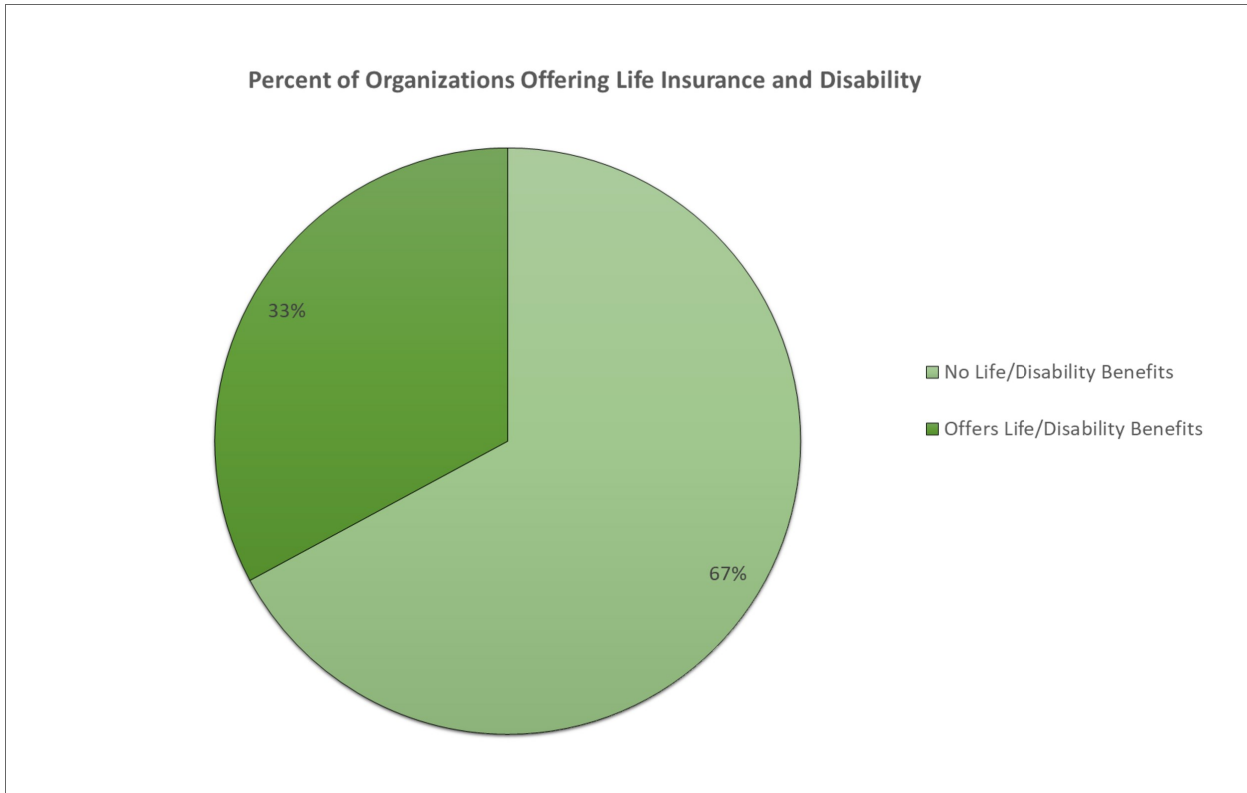


[Figure 10]

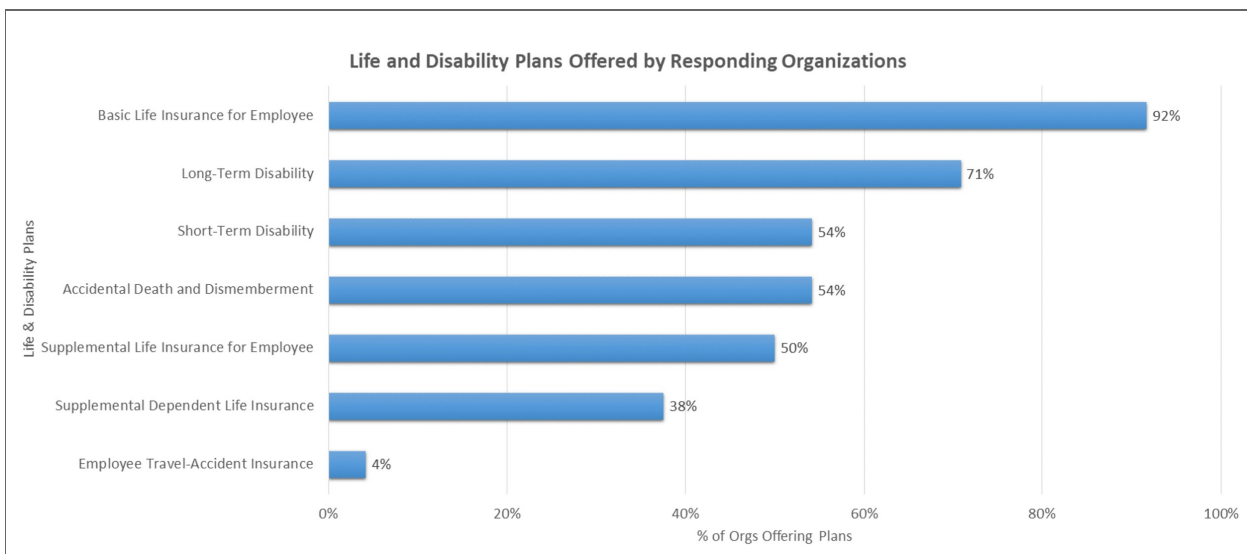
Participant Benefits

Life & Disability Plans

This section contains survey responses related to the proliferation of life and disability insurance plans. Figure 11 displays the percent of organizations offering some kind of life insurance or disability plan to employees; Figure 12 displays a breakdown of the different plans utilized by organizations offering a life insurance or disability plan.



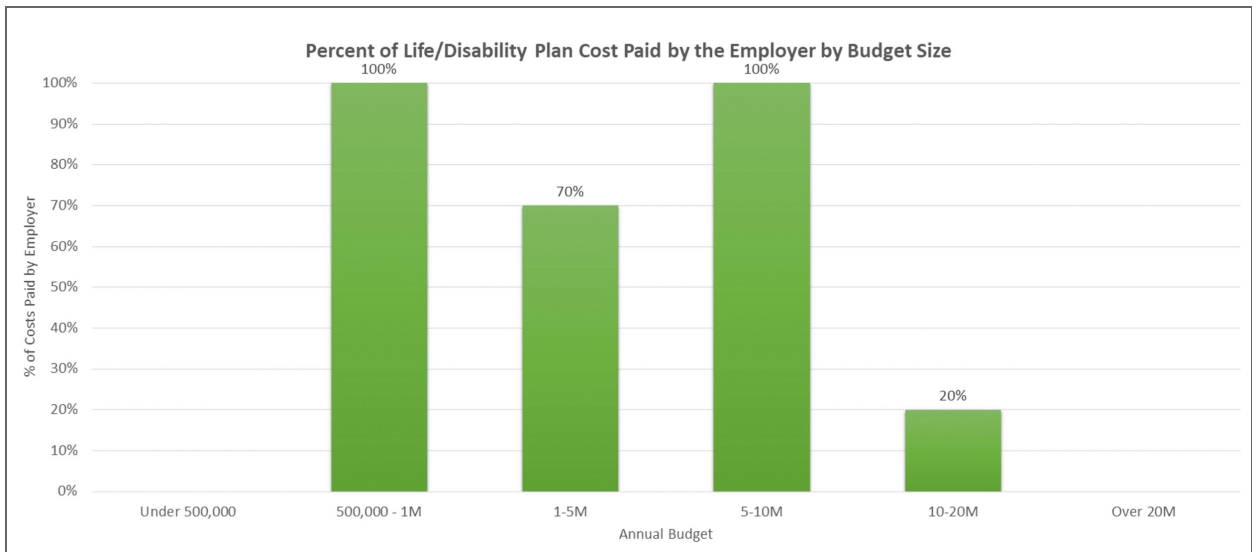
[Figure 11]



[Figure 12]

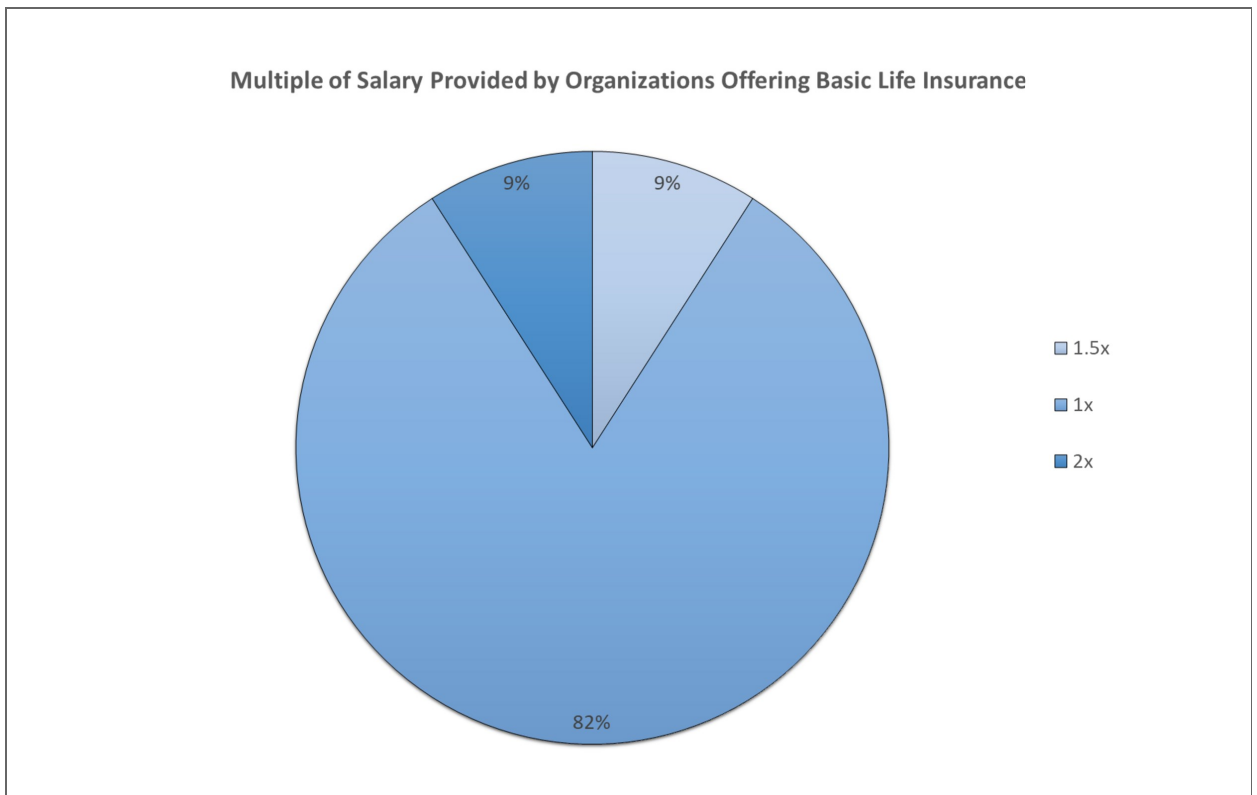
Participant Benefits

Figure 13 contains a cross-tabulation analysis of the percent contribution of life insurance and disability plan costs an organization pays according to the budget size of the organization.



[Figure 13]

If an organization offered basic life insurance, they were further asked to provide the multiple of an employee's salary offered through the plan. Figure 14 displays the breakdown of multiple of salary offered by the basic life insurance plans offered by responding organizations.

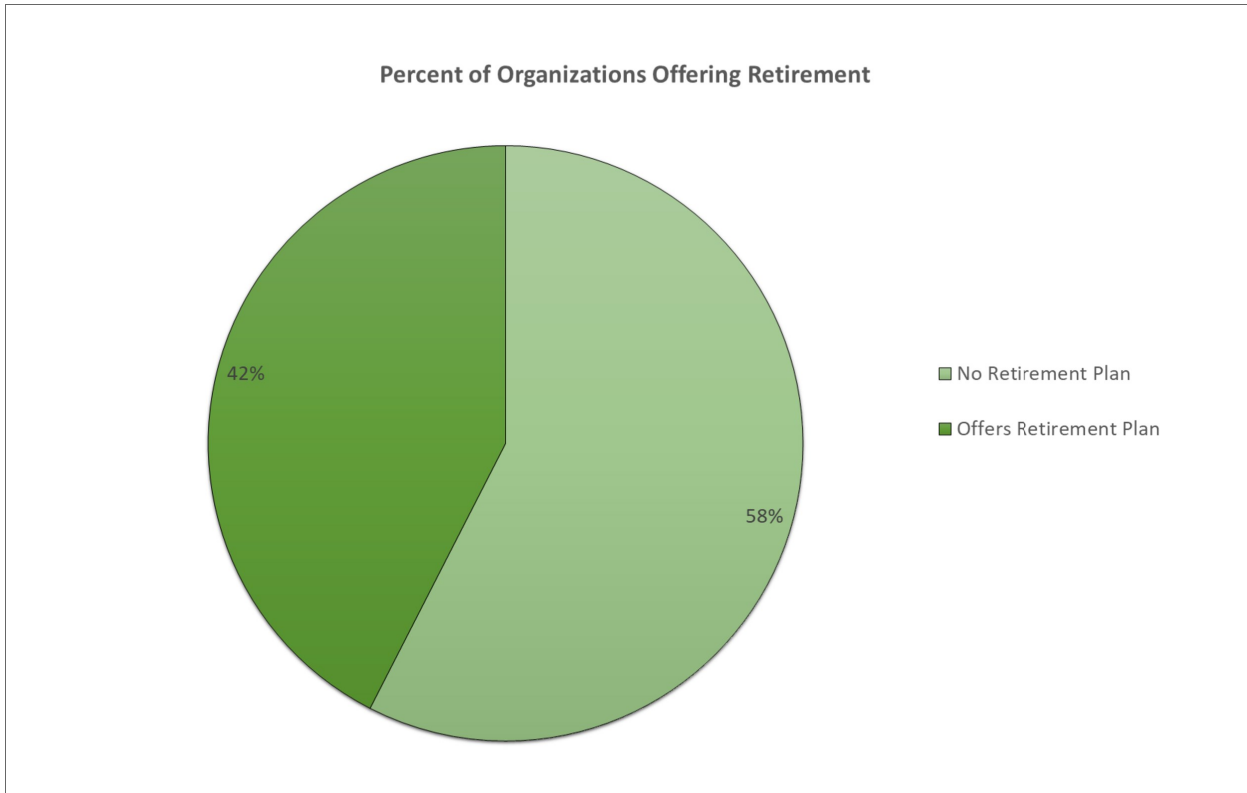


[Figure 14]

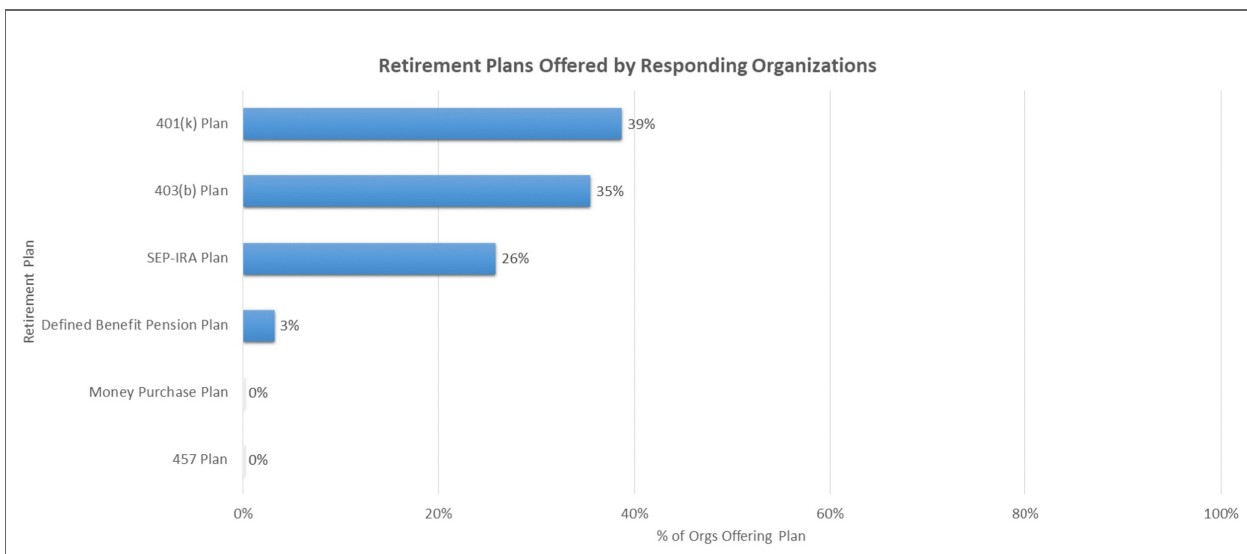
Participant Benefits

Retirement Plans

This section contains survey responses related to the proliferation of retirement plans for responding organizations. Figure 15 displays the percent of organizations offering some kind retirement plan to employees; Figure 16 displays a breakdown of the different plans utilized by organizations offering a retirement plan.



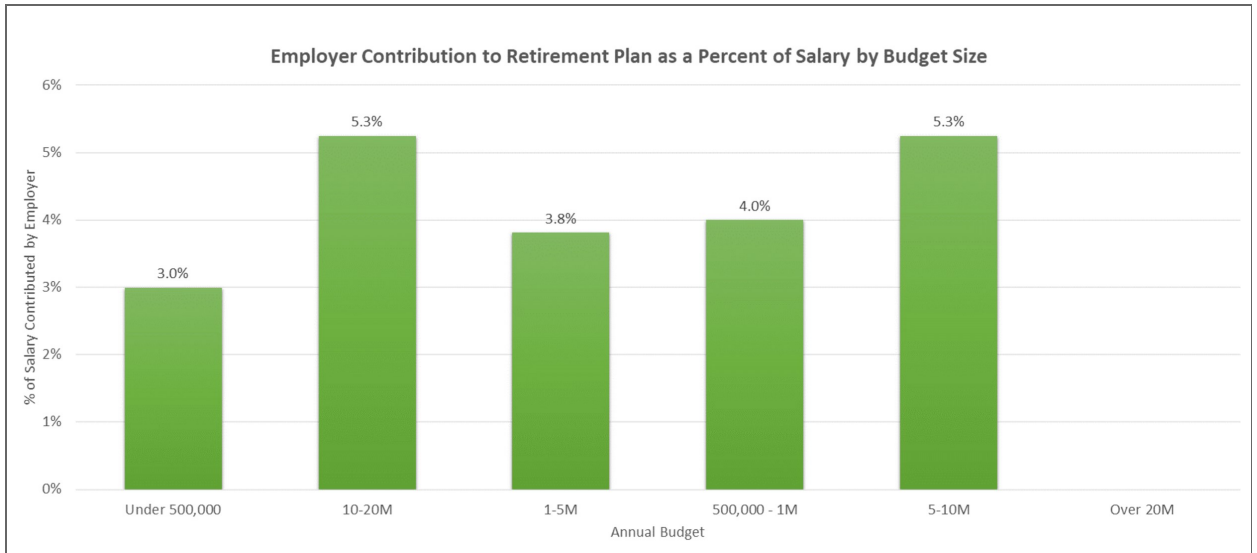
[Figure 15]



[Figure 16]

Participant Benefits

Figure 17 contains a cross-tabulation analysis of responding organizations' contribution to retirement plans as a percent of employee salary according to the budget size of the organization.

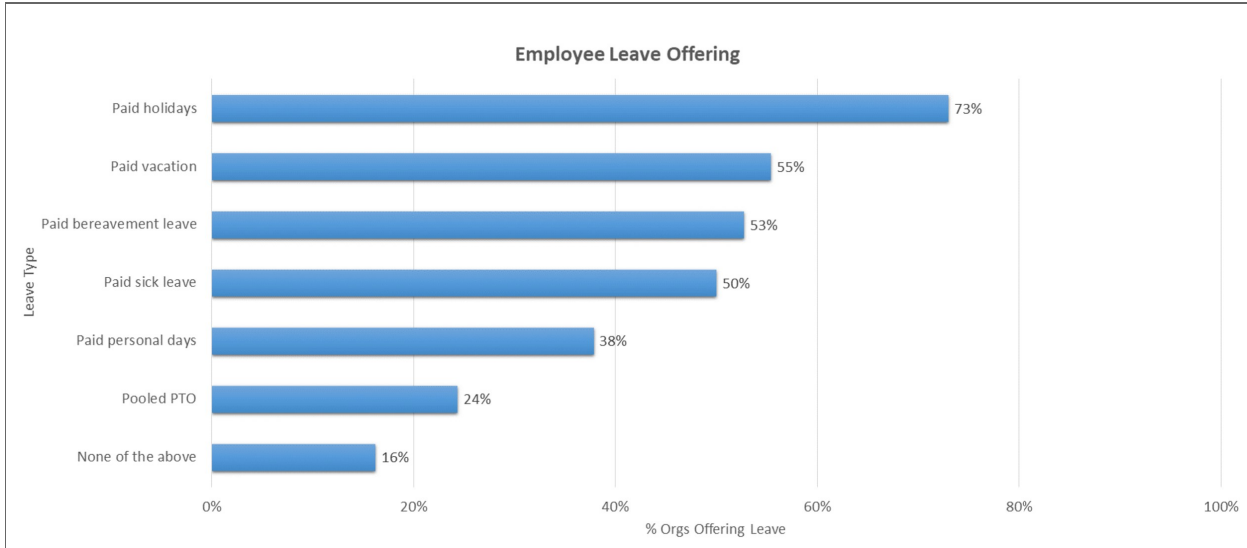


[Figure 17]

Participant Benefits

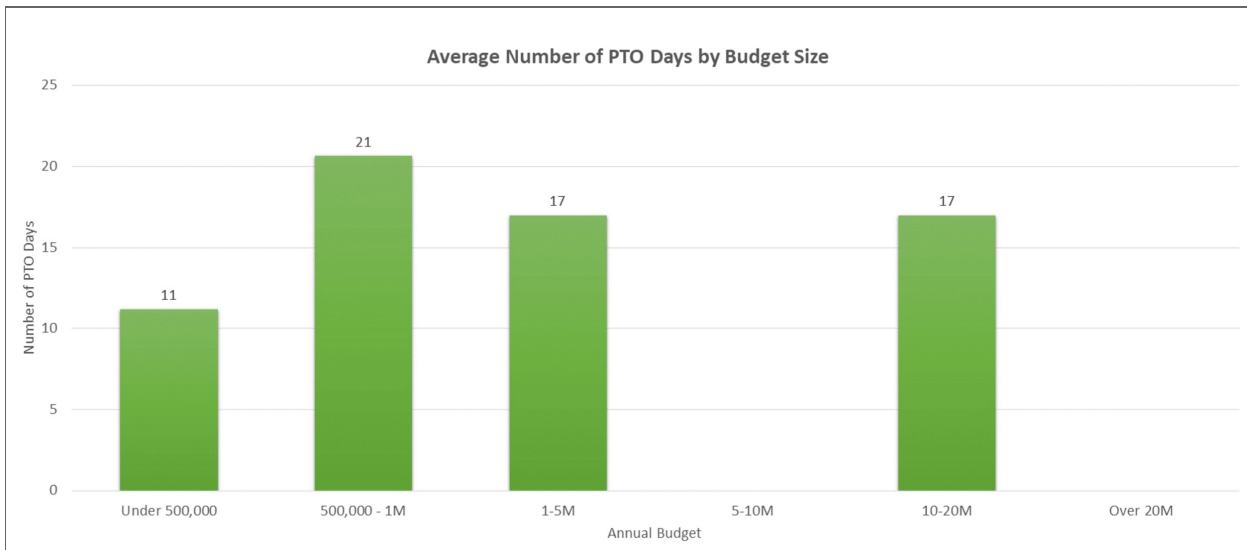
Employee Leave Policies

This section contains survey responses related to proliferation of various employee leave policies for responding organizations. Figure 18 displays the percent of organizations offering various employee leave policies.



[Figure 18]

If an organization selected "Pooled PTO", they were prompted to specify the number of PTO days available to employees. Figure 19 contains a cross-tabulation analysis of the average number of PTO days available to employees at those organizations according to the budget size of the organization.

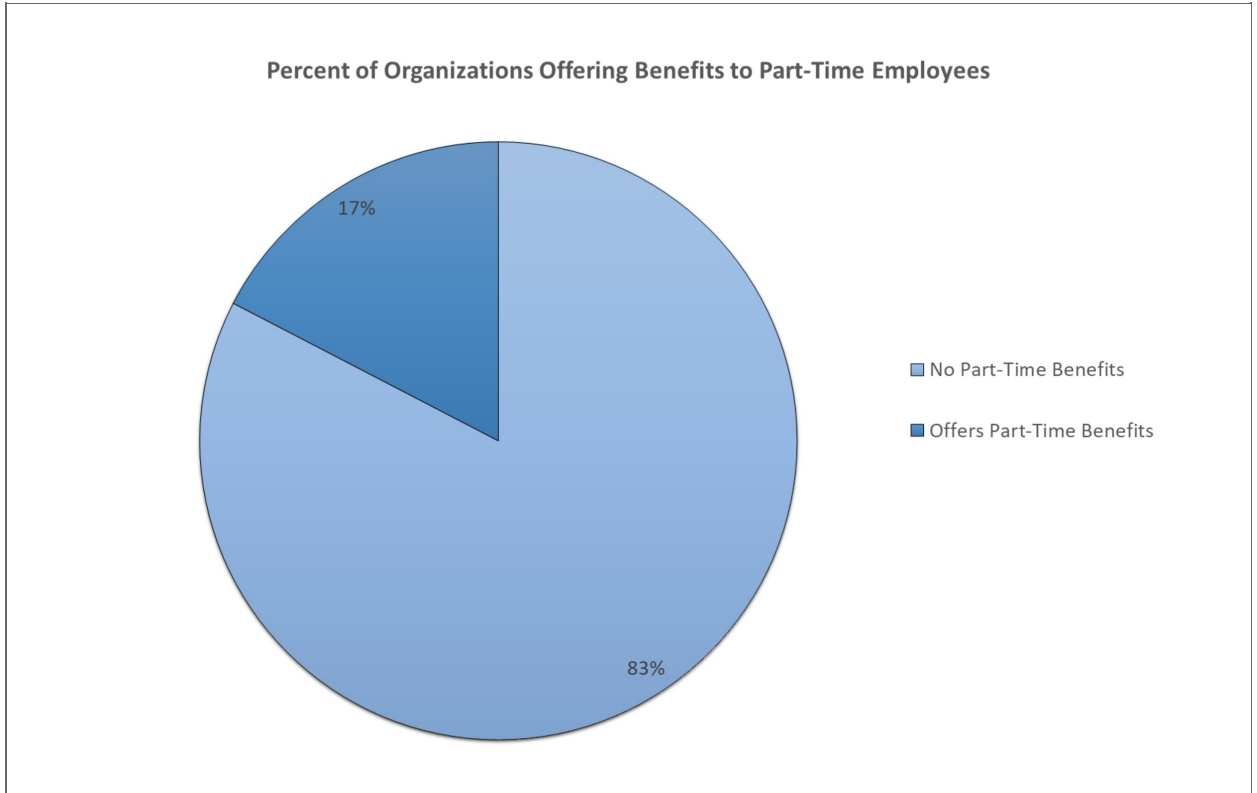


[Figure 19]

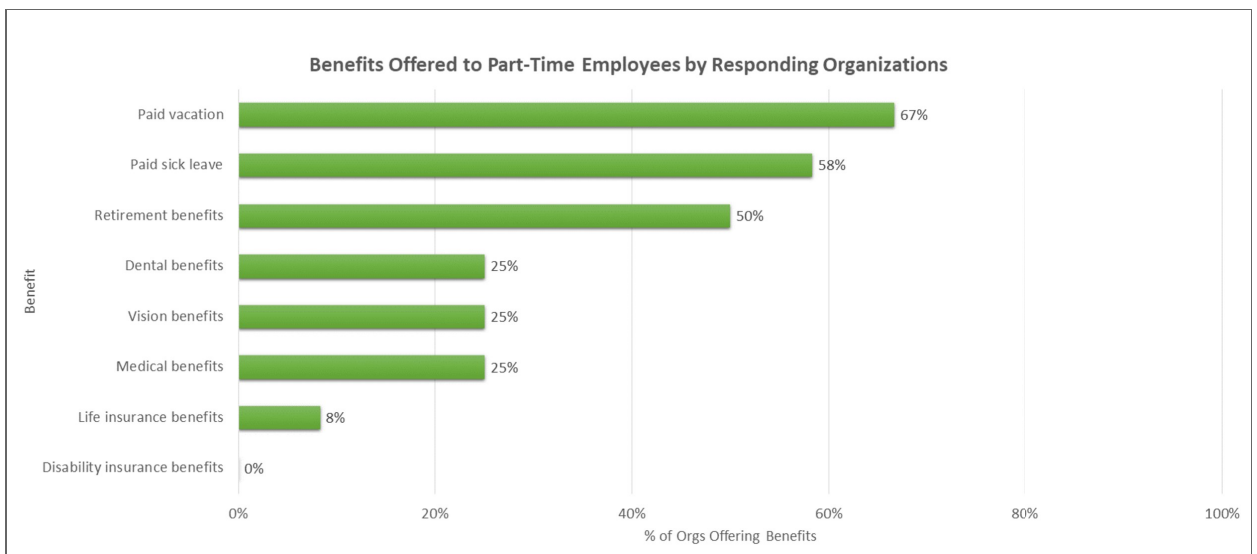
Participant Benefits

Part-Time Employee Benefits

This section contains survey responses related to proliferation of benefits offerings to part-time employees for responding organizations. For the purposes of this survey, a part-time employee is defined as an employee working 30 hours or less in a week. Figure 20 displays the percent of organizations offering some kind of benefit to part-time employees; Figure 21 provides a breakdown of the benefits offered to part-time organizations among respondents offering some kind of benefit.



[Figure 20]

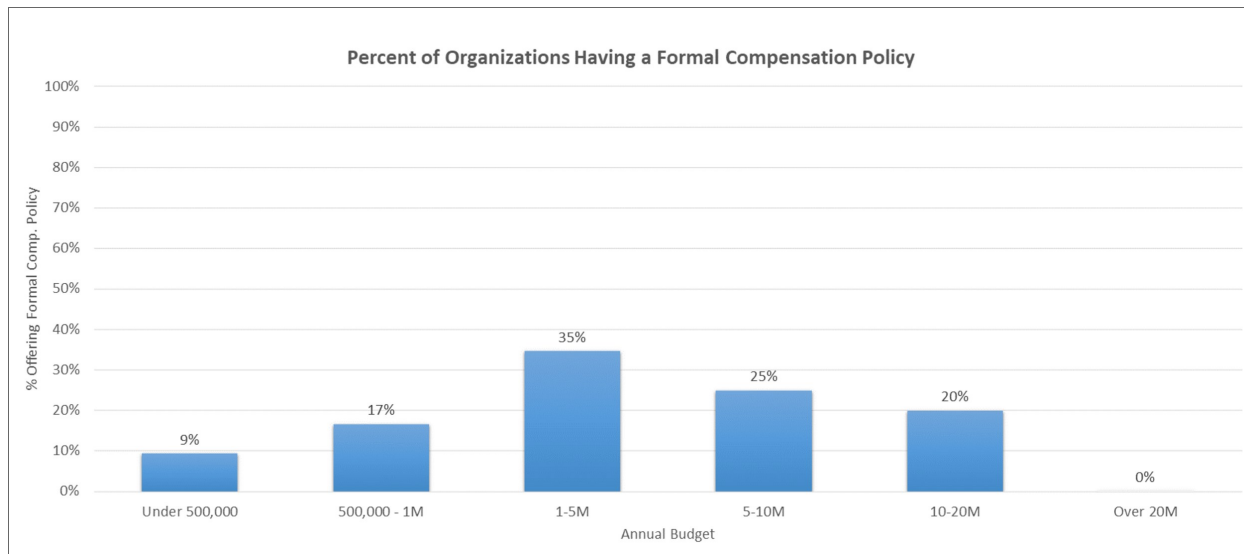


[Figure 21]

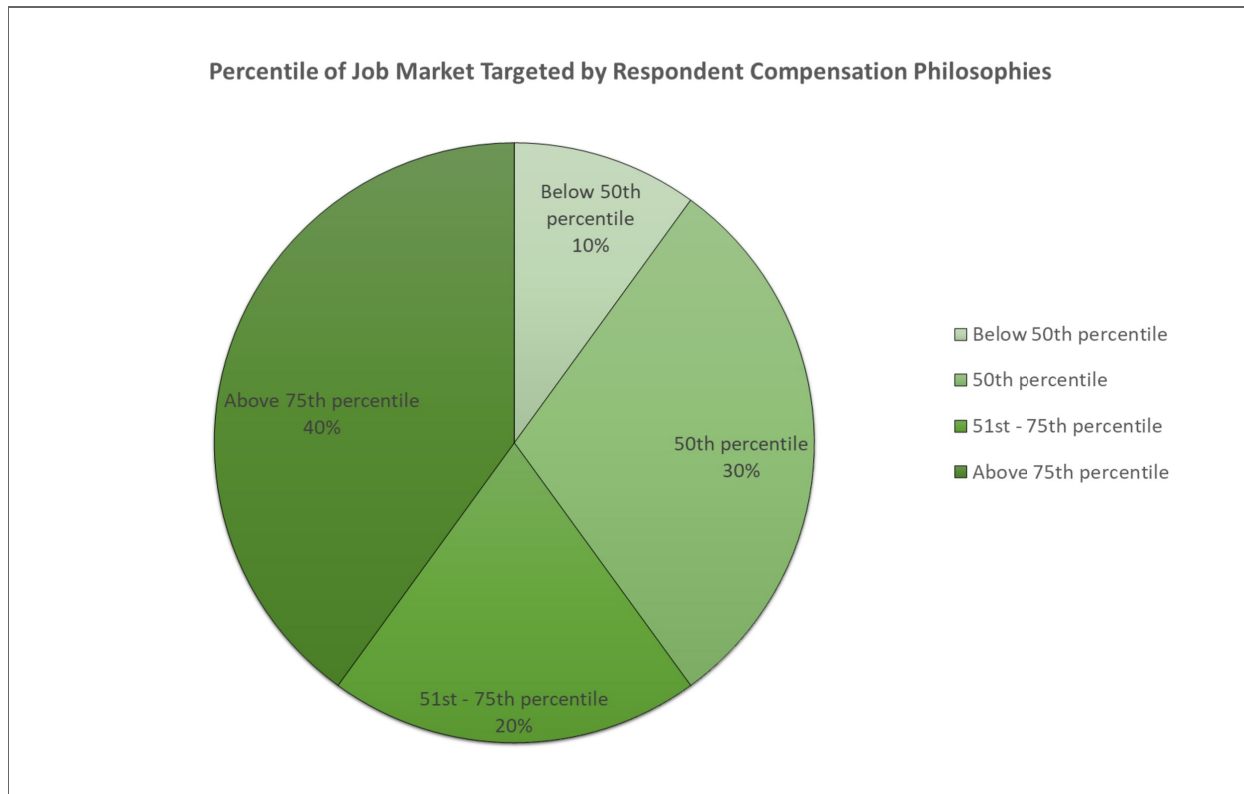
Participant Compensation Policies

Compensation Philosophy

This section contains survey responses related to the proliferation of compensation philosophies among respondent organizations. Respondents were asked whether they have an established compensation philosophy; Figure 22 displays the percent of organizations having a compensation philosophy according to organization budget size. Those organizations that reported having a philosophy were also asked to provide the percentile of the job market that they target when determining salary amounts. Figure 23 displays this breakdown for respondent organizations.



[Figure 22]



[Figure 23]

Participant Compensation Policies

Projected Salary Increase in the 2022 Fiscal Year by Budget Size

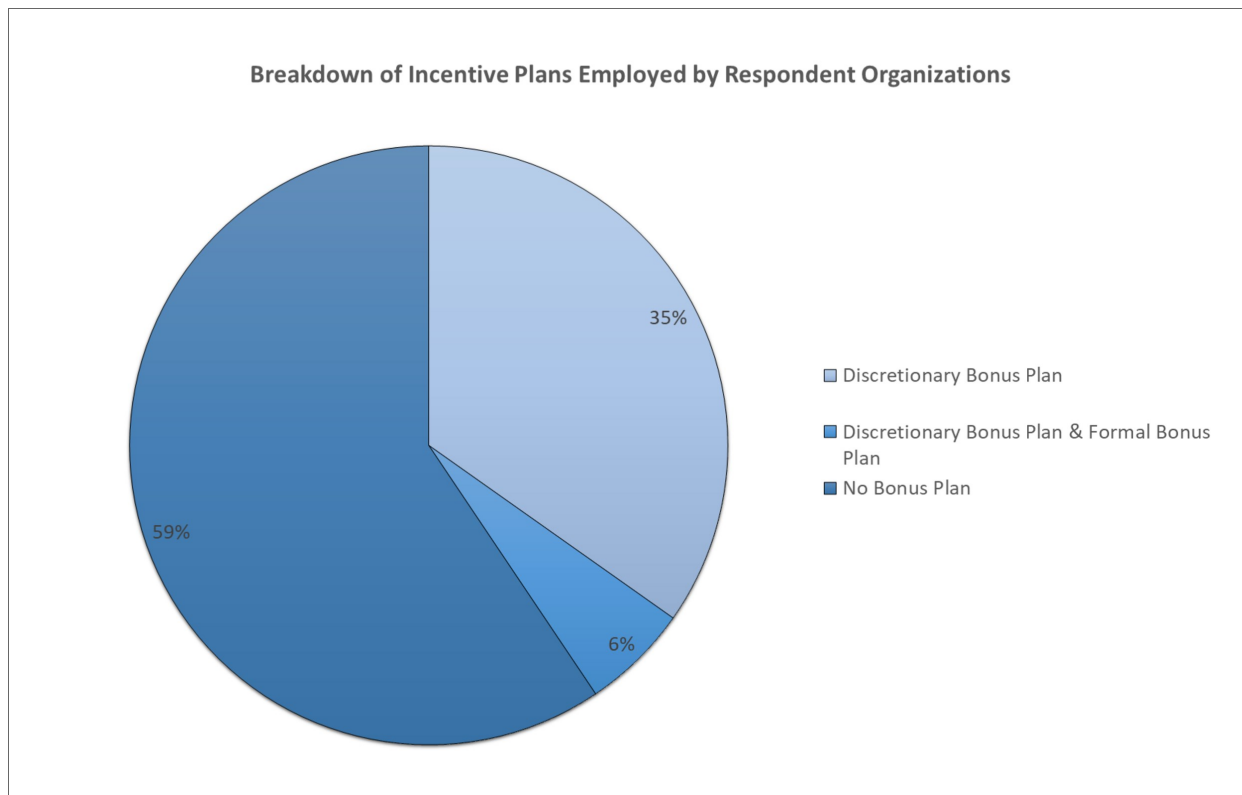
Organizations were also asked to provide the estimated % increase in salaries at their organization in the coming year. Respondents were also able to indicate that salaries would decrease or stay the same in the coming year. The table below displays the results of this survey question broken out by respondent budget size.

Budget Size	Salaries Will Decrease	Salaries Will Stay The Same	Increase 0-3%	Increase 3-5%	Increase >5%
Under 100K	0%	100%	0%	0%	0%
100-250K	0%	23%	22%	44%	11%
500-750K	0%	0%	13%	62%	25%
750K-1M	0%	0%	0%	100%	0%
1-3M	0%	6%	55%	17%	22%
3-5M	0%	0%	40%	40%	20%
5-10M	0%	0%	75%	0%	25%
Over 10M	0%	0%	60%	40%	0%

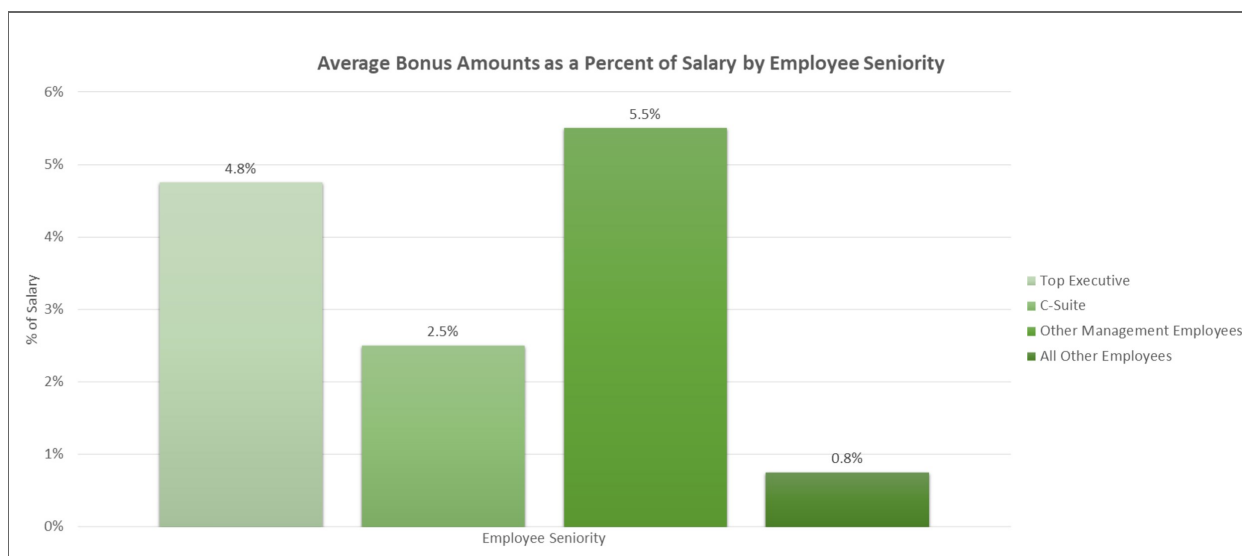
Participant Compensation Policies

Incentive Plans

This section contains survey responses related to proliferation of incentive, or bonus plans at responding organizations. Figure 24 displays the percent of organizations offering discretionary and formal bonus plans, as well as no bonus plan. For those organizations that reported having a formal incentive plan (a plan that is tied to goals or metrics), Figure 25 displays the breakdown of the targeted or average bonus amounts as a percent of salary according to employee seniority.



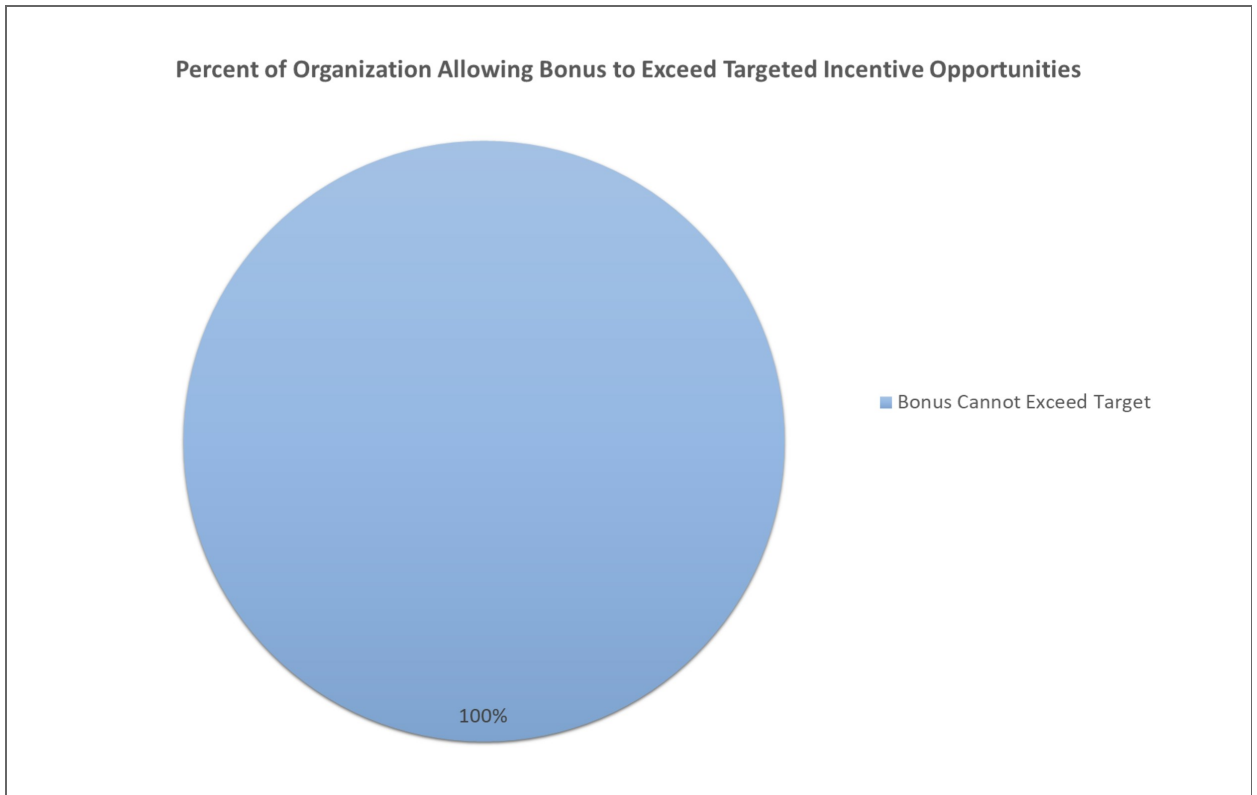
[Figure 24]



[Figure 25]

Participant Compensation Policies

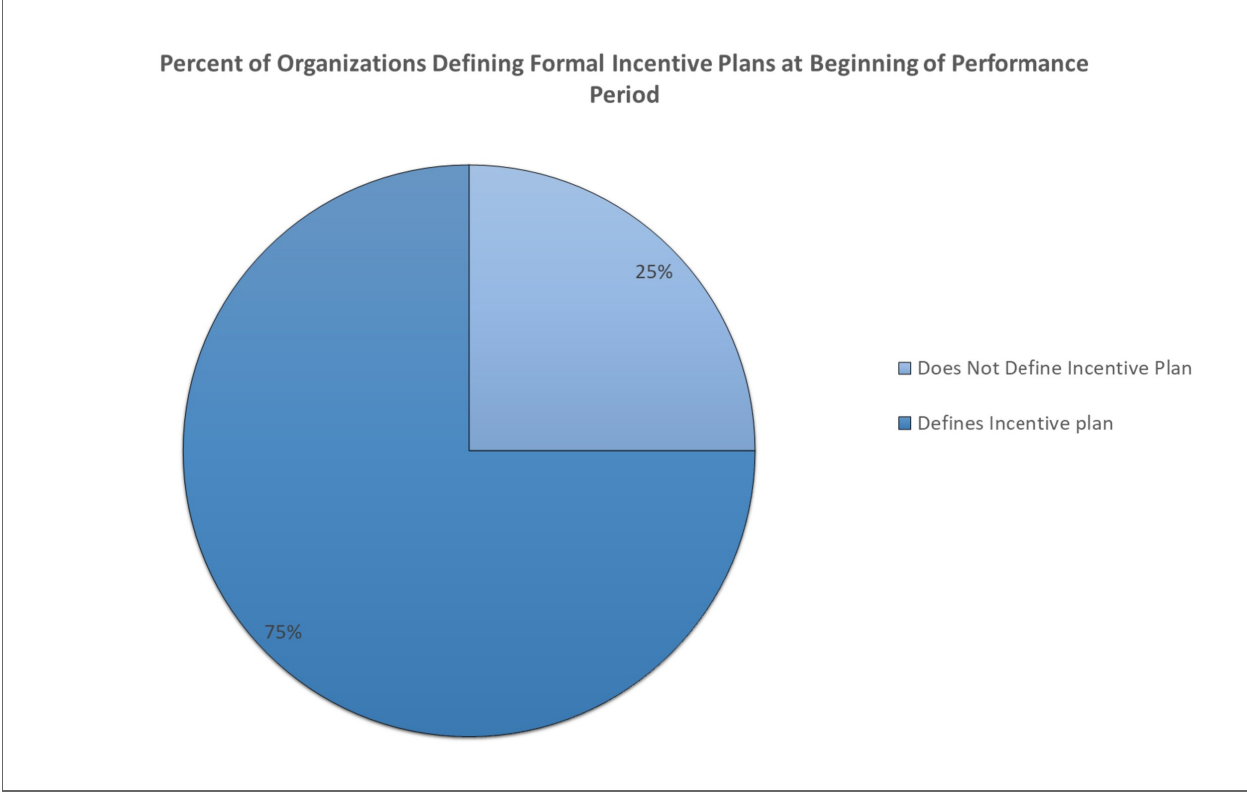
If an organization responded with an affirmative on offering a formal incentive plan, they were asked whether it was possible for bonuses to exceed targeted incentive opportunities. Figure 26 displays the percent of organizations allowing bonuses to exceed targeted incentive opportunities.



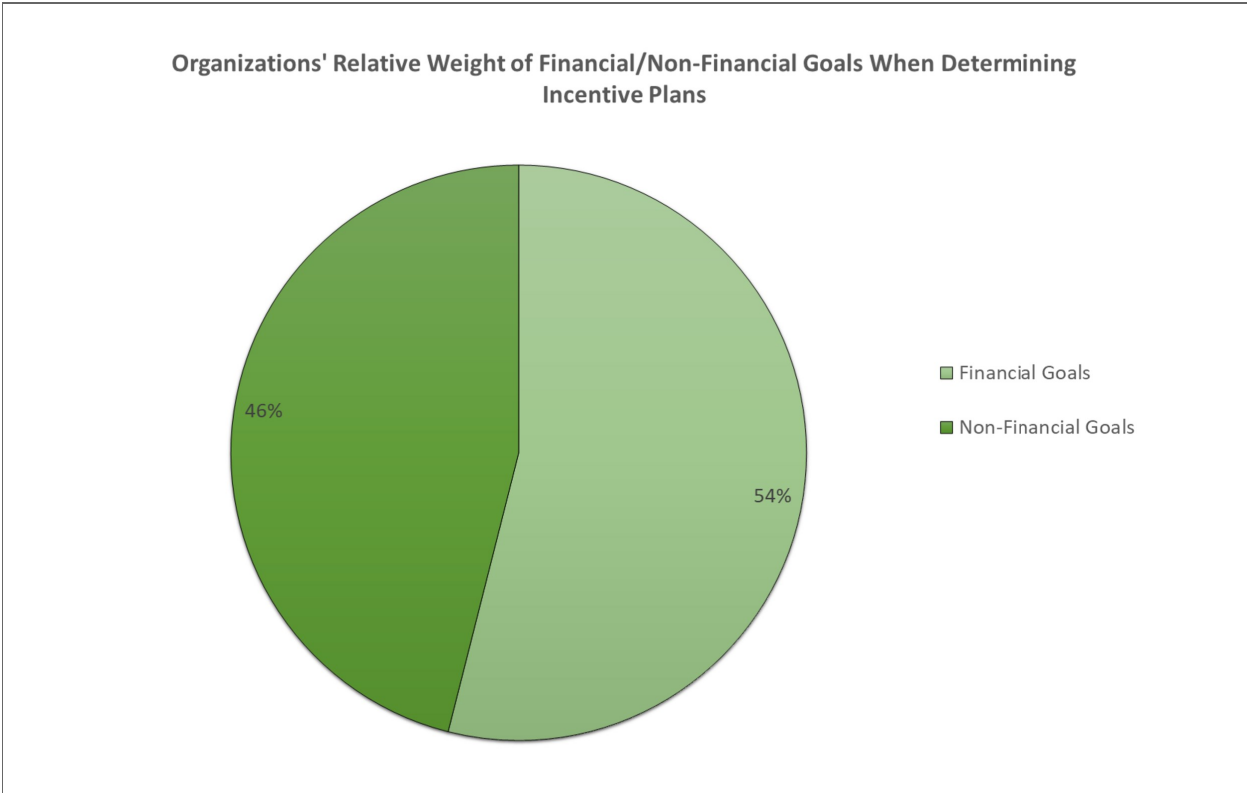
[Figure 26]

Participant Compensation Policies

Organizations having an incentive plan were also asked whether they define a formal incentive plan at the beginning of the employee performance period. Figure 27 displays the percentage of organizations defining a formal incentive plan at the beginning of the performance period. These organizations were further asked to specify the relative importance of financial goals versus non-financial goals when making incentive plan decisions. Figure 28 displays the relative importance of financial goals compared to non-financial goals when creating a formal incentive plan.



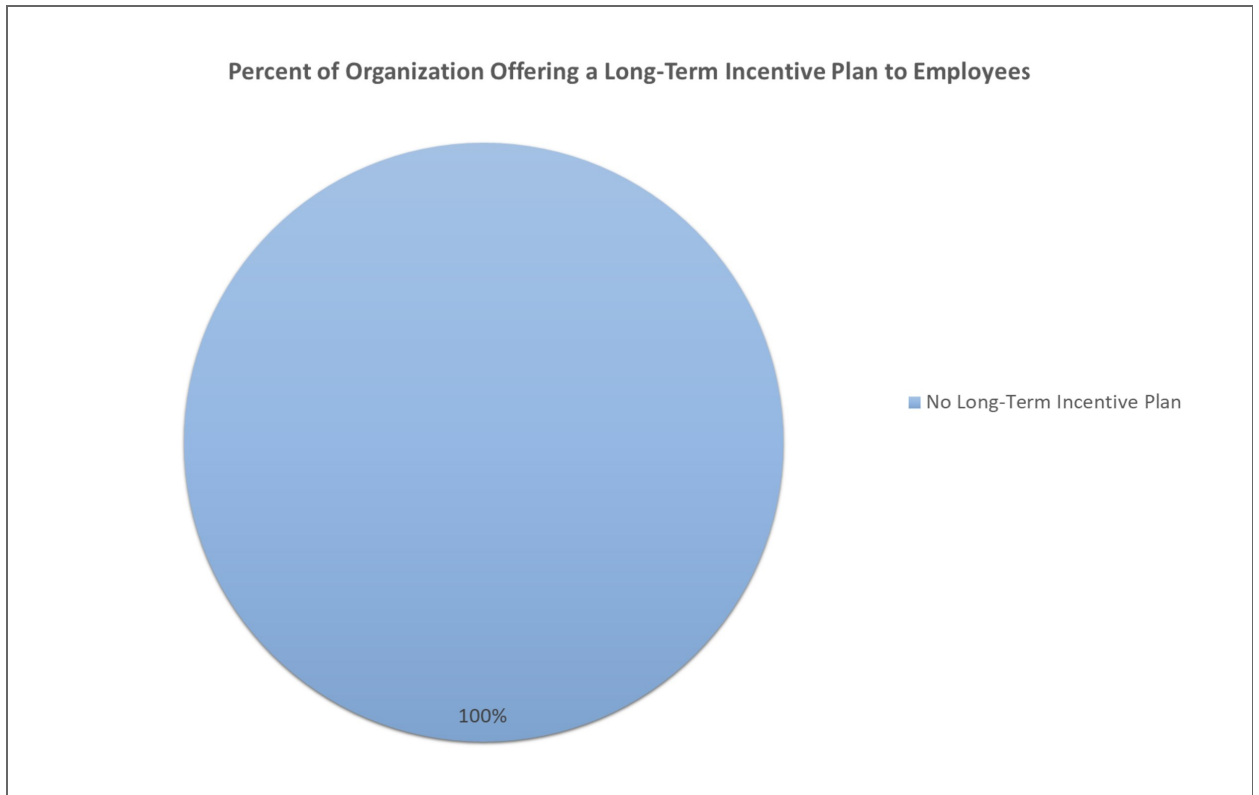
[Figure 27]



[Figure 28]

Participant Compensation Policies

All organizations were asked whether they offer long-term incentive plans to employees, or a plan which considers employee performance across multiple years when determining awards. However, no organizations affirmed having a long-term incentive plan, as Figure 29 demonstrates.

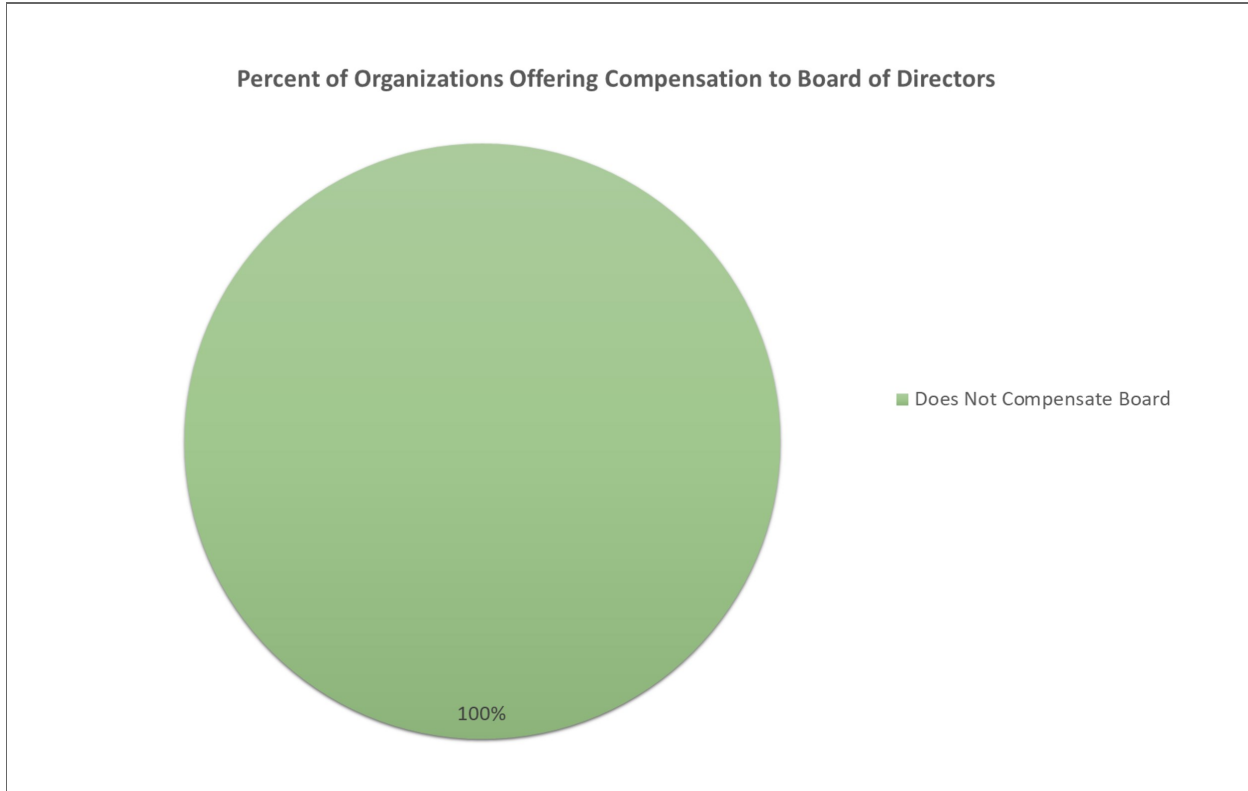


[Figure 29]

Participant Compensation Policies

Board Member Compensation

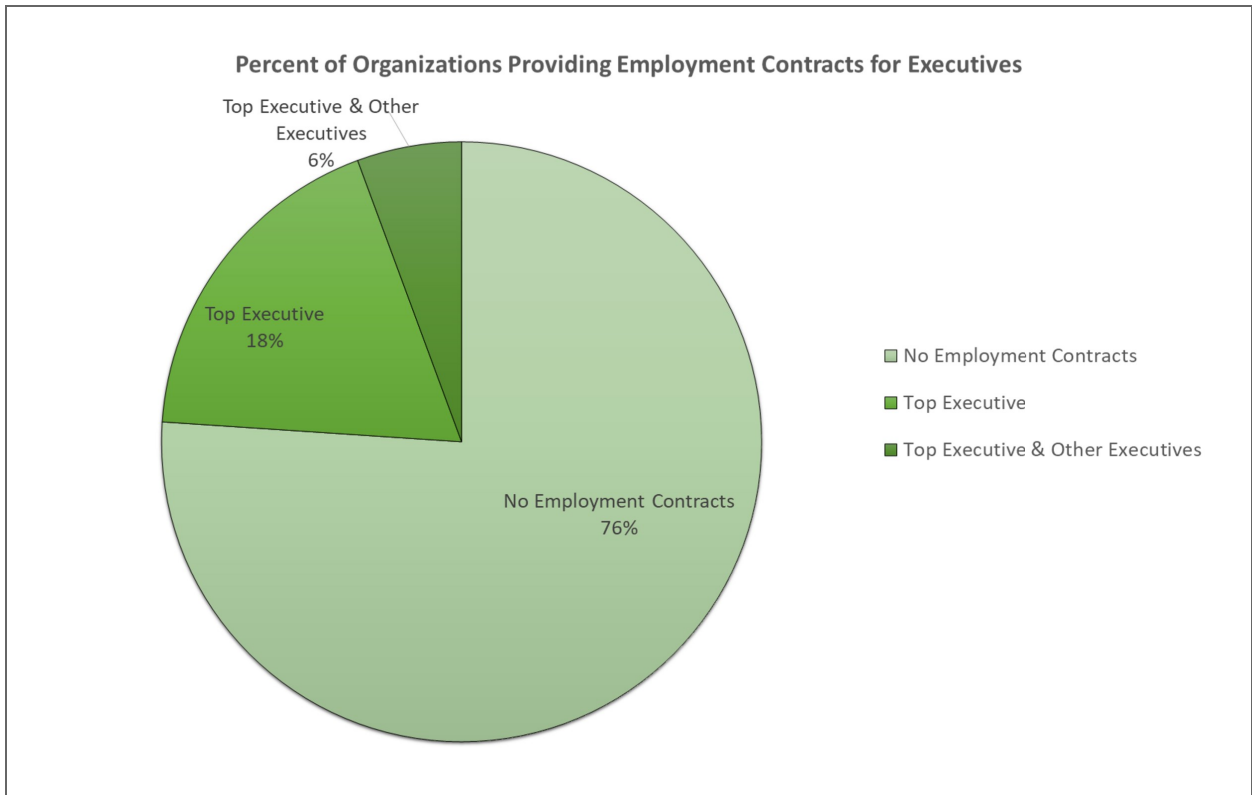
This section contains survey responses related to whether nonprofit organizations and associations compensate their board members. When we discuss board member compensation here, we are referring to compensation beyond expense reimbursement. Figure 30 displays the percent of organizations that provide compensation to their board.



[Figure 30]

Executive Benefits

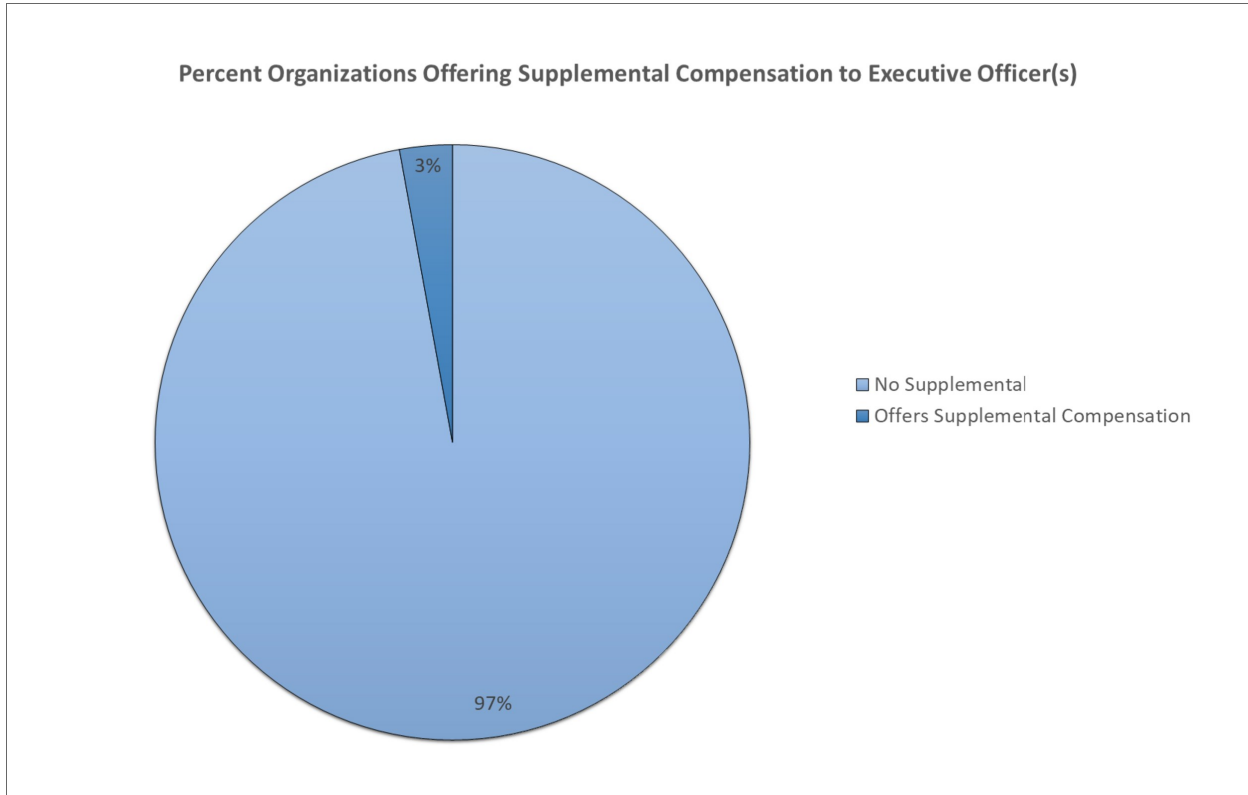
This section contains survey responses related to proliferation of executive benefits at responding organizations. Figure 31 displays the percent of organizations providing employment contracts to their executives. If employment contracts are given to other executives beyond the top executive, that is also noted.



[Figure 31]

Executive Benefits

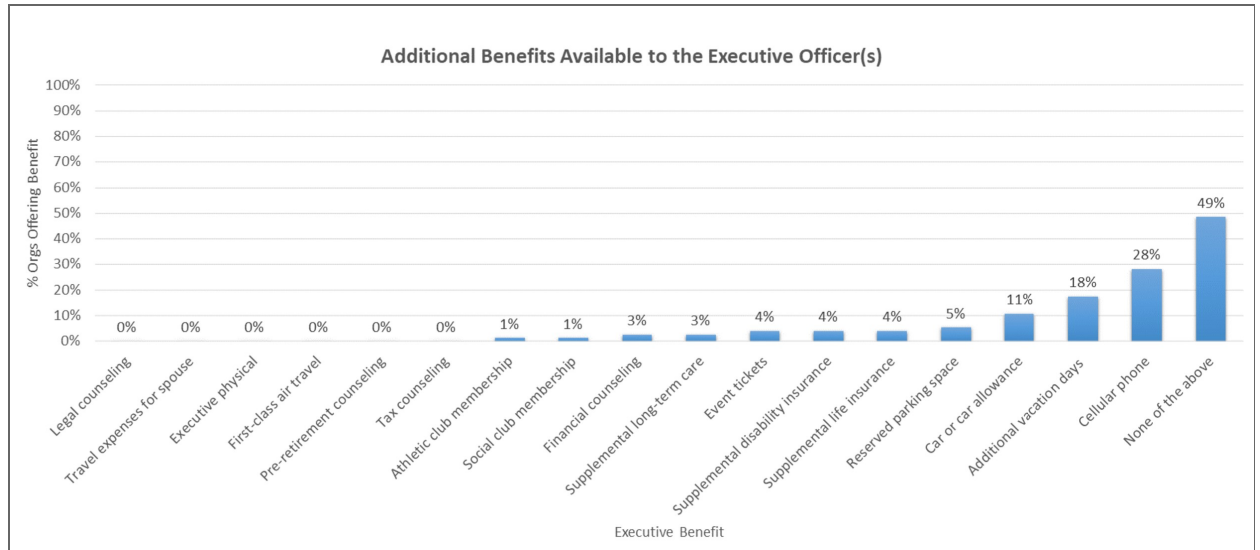
Figure 32 displays the percent of organizations offering supplemental compensation to Executive Officer(s).



[Figure 32]

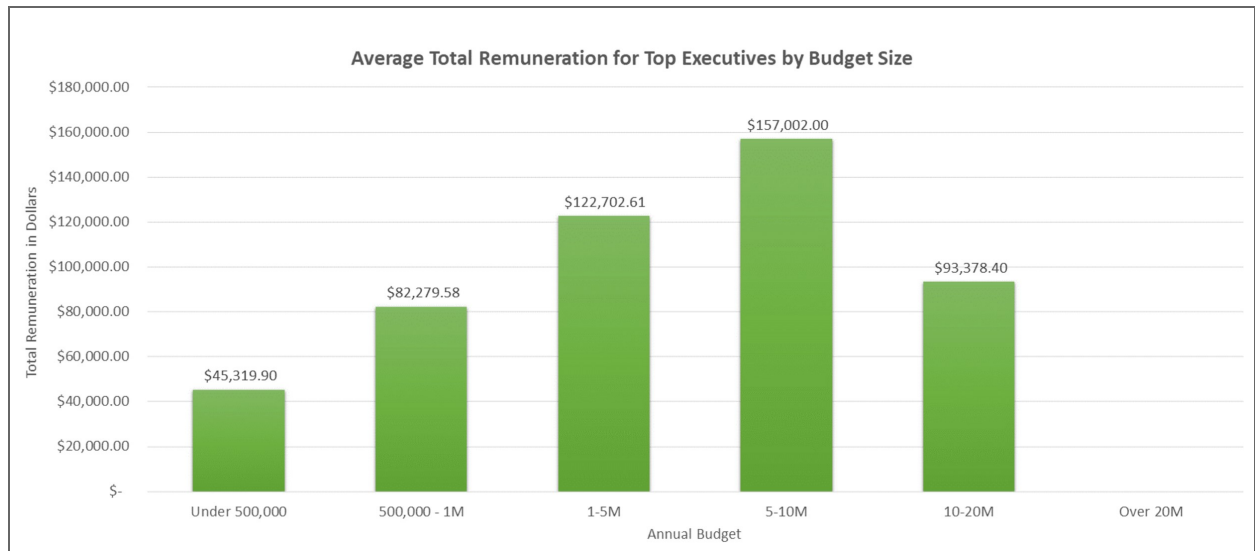
Executive Benefits

There are a great many benefits that are often offered to executives. Figure 33 displays a breakdown of proliferation of many such benefits among responding organizations.



[Figure 33]

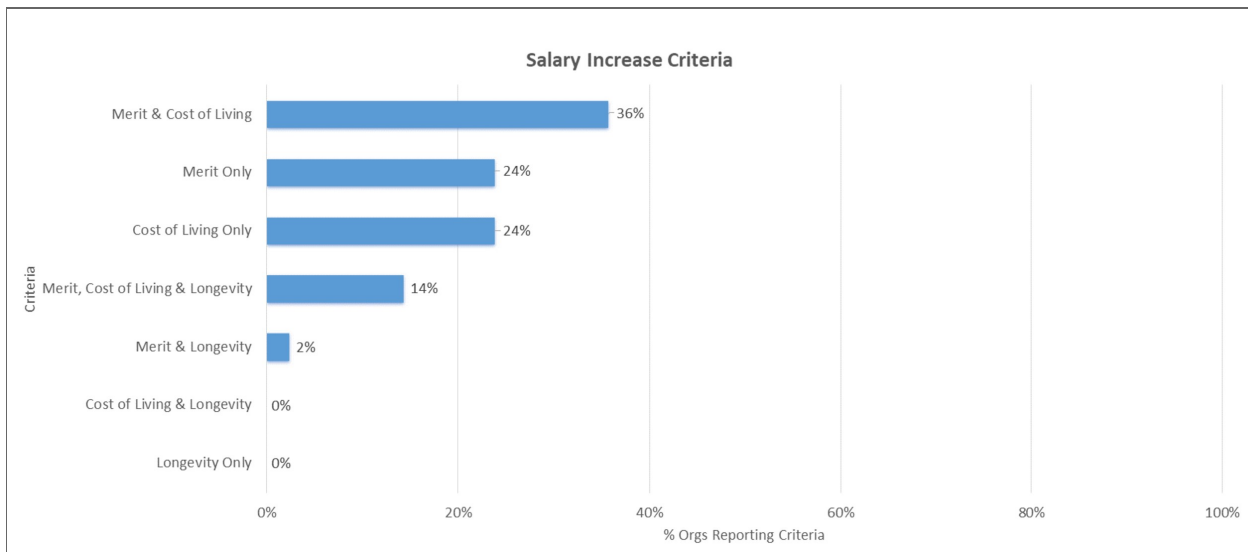
All respondents were asked to quantify the total remuneration for their executives, rounding to the nearest \$1000. This was the total estimated value of the executive's salary + bonus + benefits for the top executive. Figure 34 displays this information according to organization budget size.



[Figure 34]

Salary Increase Criteria

Respondents were asked to report which criterion or combination of criteria they considered when awarding salary increases to their employees. Approximately 38% of the respondents provided this information. The graph below depicts the percentage of these organizations that reported considering each of the seven criteria options.



Salary Increases by Criteria Considered

Approximately 56% of the salary survey participants provided information on the criteria considered by their organizations in awarding salary increases and the rate of increase awarded at each job level. The table below provides details on the average increase being awarded across all job levels in 2022 by organizations considering each criterion shown.

Criteria Considered	Average % increase in 2022
Merit/Performance Only	2.79%
Cost of Living Only	4.61%
Longevity Only	Not considered by any respondent
Merit/Performance & Cost of Living	5.24%
Merit/Performance & Longevity	0.50%
Cost of Living & Longevity	Not considered by any respondent
Merit/Performance, Cost of Living & Longevity	5.00%

Comparison of Average Increase Rates

Each table below compares average salary increases for each of the three most widely-considered criteria:

Merit/Performance Only

Performance/Job Level	2022	2019
<i>Superior Performance</i>		
Non-Management	4.86%	4.20%
Mid-Management	3.76%	4.46%
Upper Management	6.26%	4.90%
<i>Above Average Performance</i>		
Non-Management	3.55%	2.90%
Mid-Management	2.80%	3.01%
Upper Management	4.10%	3.30%
<i>Average Performance</i>		
Non-Management	2.20%	1.94%
Mid-Management	1.85%	2.05%
Upper Management	2.35%	2.21%
<i>Below Average Performance</i>		
Non-Management	0.60%	0.32%
Mid-Management	0.60%	0.32%
Upper Management	0.60%	0.36%

Cost of Living Only

Job Level	2022	2019
Non-Management	4.34%	2.37%
Mid-Management	4.34%	2.10%
Upper Management	5.16%	2.37%

Merit/Performance & Cost of Living

Performance/Job Level	2022	2019
<i>Superior Performance</i>		
Non-Management	8.09%	5.25%
Mid-Management	7.33%	5.03%
Upper Management	7.40%	5.44%
<i>Above Average Performance</i>		
Non-Management	7.09%	4.42%
Mid-Management	4.97%	4.25%
Upper Management	5.70%	4.50%
<i>Average Performance</i>		
Non-Management	4.94%	3.10%
Mid-Management	3.62%	3.02%
Upper Management	4.01%	3.10%
<i>Below Average Performance</i>		
Non-Management	3.89%	2.15%
Mid-Management	2.77%	2.04%
Upper Management	3.03%	2.17%

Weighted Average Salaries Paid by Budget Size

Job #	Job Title	Total Emps.	Under 100K	100-250K	250-500K	500-750K	750K-1M	1-3M	3-5M	5-10M	Over 10M
Accounting/Finance											
35	Accounting Assistant	13	-	-	29,916	-	-	-	33,656	-	43,463
108	Director, Finance	8	-	-	-	-	-	50,000	-	-	72,500
40	Manager, Accounting	5	-	-	-	-	-	62,317	-	-	-
37	Payroll Assistant	3	-	-	-	-	-	-	-	-	45,333
43	Purchasing Assistant	1	-	-	-	-	-	-	-	-	-
39	Staff Accountant	6	-	-	-	-	-	42,967	-	-	45,999
38	Supervisor, Accounting	1	-	-	-	-	-	-	-	-	-
159	Vice President, Finance	2	-	-	-	-	-	-	-	-	-
Administrative											
6	Administrative Assistant	15	-	-	31,020	-	-	40,872	-	-	-
4	Administrative Secretary	4	18,000	-	-	-	-	-	-	-	-
32	Building Maintenance/Janitor	34	-	-	-	-	-	34,882	39,300	-	40,218
102	Director, Administration	8	-	-	-	62,216	-	63,538	-	-	-
160	Driver	23	-	-	-	-	-	-	-	-	40,262
5	Executive Secretary	4	-	-	-	-	-	-	-	-	60,475
15	Mail Assistant - A	1	-	-	-	-	-	-	-	-	-
33	Manager, Building Services	7	-	-	-	-	-	-	-	-	72,150
12	Office Assistant	1	-	-	-	-	-	-	-	-	-
7	Office Manager	15	-	38,000	-	-	-	44,500	45,000	-	-
1	Receptionist	43	-	-	-	-	-	49,634	38,250	-	32,195
2	Secretary - A	1	-	-	-	-	-	-	-	-	-
Communications/Marketing/Creative											
104	Director, Communications	14	-	-	-	-	-	65,012	-	-	-
162	Director, Marketing	4	-	-	-	-	-	-	-	-	76,000
74	Manager, Marketing	5	-	-	-	-	-	-	-	-	-
76	Manager, Public Relations	6	-	-	-	-	-	-	-	-	55,375
69	Production Manager	1	-	-	-	-	-	-	-	-	-
70	Staff Artist	2	-	-	-	-	-	-	-	-	-
161	Vice President, Communications	4	-	-	-	-	-	-	-	-	108,356
158	Web & Social Media Director	6	-	32,440	-	-	-	-	46,880	-	-
Executive Management											
168	Chief Administrative Officer	5	-	-	-	-	-	-	-	-	-
163	Chief Executive Officer	62	23,613	63,484	63,191	90,058	86,250	112,928	133,400	-	206,776
164	Chief Financial Officer	10	-	-	-	-	-	-	96,000	-	126,745
167	Chief Information/Technology Officer	1	-	-	-	-	-	-	-	-	-
165	Chief Operations Officer	14	-	-	-	77,775	-	81,856	88,667	-	127,450
Human Resources/Benefits											
51	Benefits Specialist	1	-	-	-	-	-	-	-	-	-
112	Director, Human Resources	6	-	-	-	-	-	-	62,000	-	93,431
49	Human Resources Assistant	4	-	-	-	-	-	-	-	-	49,147
53	Manager, Human Resources	5	-	-	-	-	-	49,947	-	-	-
170	Vice President, Human Resources	2	-	-	-	-	-	-	-	-	-

Weighted Average Salaries Paid by Budget Size

Job #	Job Title	Total Emps.	Under 100K	100-250K	250-500K	500-750K	750K-1M	1-3M	3-5M	5-10M	Over 10M
Human Services											
136	Case Manager (non-supervisory)	94	-	-	30,120	-	-	48,410	-	-	46,365
132	Certified Nurse's Aide	45	-	-	-	-	-	-	-	-	-
128	Child Day Care Assistant	0	-	-	-	-	-	-	-	-	-
127	Child Day Care Worker	0	-	-	-	-	-	-	-	-	-
137	Cook	2	-	-	-	-	-	-	-	-	-
133	Counselor	17	-	-	-	-	-	54,000	53,750	-	-
131	Direct Care Worker	47	-	32,292	25,740	-	-	-	-	-	-
135	Social Worker – Bachelor's Level	2	-	-	-	-	-	-	-	-	-
134	Social Worker – Master's Level	9	-	-	-	-	-	51,500	-	-	-
125	Teacher (K-12)	4	-	-	-	-	-	-	-	-	-
126	Teaching Assistant (K-12)	52	-	-	-	-	-	-	-	-	-
129	Trainer (Adult Education)	21	-	-	-	-	-	-	-	-	-
Information Technology											
23	Data Entry Operator	8	-	-	-	-	-	-	-	-	-
62	Desktop Publishing Specialist	1	-	-	-	-	-	-	-	-	-
111	Director, Information Technology	5	-	-	-	-	-	-	-	-	102,558
99	Help Desk Specialist	4	-	-	-	-	-	-	-	-	42,552
90	Manager, Computer Operations	1	-	-	-	-	-	-	-	-	-
91	Manager, Computer Systems	1	-	-	-	-	-	-	-	-	-
98	Manager, Database Administration	4	-	-	-	-	-	53,000	-	-	-
25	Supervisor, Database Administration	1	-	-	-	-	-	-	-	-	-
88	Systems Analyst	3	-	-	-	-	-	-	-	-	-
92	Web Developer/Network Specialist	1	-	-	-	-	-	-	-	-	-
Library/Editorial											
56	Librarian	0	-	-	-	-	-	-	-	-	-
77	Staff Writer	2	-	-	-	-	-	-	-	-	-
Meetings/Conventions											
107	Director, Convention/Meetings	2	-	-	-	-	-	-	-	-	-
59	Manager, Exhibits	1	-	-	-	-	-	-	-	-	-
Programs/Development											
84B	Development Associate	13	-	-	-	-	-	63,325	-	-	56,815
113	Director, Development/Fundraising	14	-	-	-	-	-	83,116	-	70,353	110,333
105	Director, Membership	2	-	-	-	-	-	-	-	-	-
140	Grant Writer	11	-	-	-	-	-	49,543	-	-	52,817
84A	Manager, Development/Fundraising	7	-	-	-	21,019	-	57,500	-	-	-
47	Program Assistant	14	-	-	-	-	-	46,650	-	-	-
139	Program Coordinator	31	-	-	46,145	31,200	-	49,656	-	-	-
95	Program Director	45	-	23,934	51,688	59,680	-	67,014	63,400	-	63,625
96	Program Manager	30	-	42,575	40,600	-	-	53,107	52,435	-	-
171	Vice President, Development/Fundraising	6	-	-	-	-	-	-	84,000	-	105,604
138	Volunteer Coordinator	21	-	-	-	-	-	40,716	44,544	-	40,700
Research/Education											
110	Director, Education	8	-	36,500	-	-	-	82,500	-	-	-
57	Manager, Education	1	-	-	-	-	-	-	-	-	-
80	Research Assistant	1	-	-	-	-	-	-	-	-	-

Weighted Average Salaries Paid by Staff Size

Job #	Job Title	Total Emps.	Under 10	10-24	25-100	Over 100
Accounting/Finance						
35	Accounting Assistant	13	29,916	-	39,345	41,069
108	Director, Finance	8	32,500	29,500	74,000	72,500
40	Manager, Accounting	5	60,109	-	-	-
37	Payroll Assistant	3	-	-	-	54,200
43	Purchasing Assistant	1	-	-	-	-
39	Staff Accountant	6	-	-	50,781	-
38	Supervisor, Accounting	1	-	-	-	-
159	Vice President, Finance	2	-	-	-	-
Administrative						
6	Administrative Assistant	15	36,290	-	35,000	-
4	Administrative Secretary	4	25,500	-	-	-
32	Building Maintenance/Janitor	34	-	28,902	45,842	39,550
102	Director, Administration	8	59,167	43,302	59,000	-
160	Driver	23	-	-	43,032	31,174
5	Executive Secretary	4	-	-	-	60,475
15	Mail Assistant - A	1	-	-	-	-
33	Manager, Building Services	7	39,340	-	62,504	75,545
12	Office Assistant	1	-	-	-	-
7	Office Manager	15	40,107	43,750	40,400	-
1	Receptionist	43	36,088	39,746	37,287	31,991
2	Secretary - A	1	-	-	-	-
Communications/Marketing/Creative						
104	Director, Communications	14	63,712	58,331	64,460	-
162	Director, Marketing	4	-	-	-	-
74	Manager, Marketing	5	-	-	52,403	-
76	Manager, Public Relations	6	-	-	47,533	55,375
69	Production Manager	1	-	-	-	-
70	Staff Artist	2	-	-	-	-
161	Vice President, Communications	4	-	-	83,500	-
158	Web & Social Media Director	6	-	-	45,816	-
Executive Management						
168	Chief Administrative Officer	5	48,360	-	-	-
163	Chief Executive Officer	62	78,864	91,728	136,245	229,218
164	Chief Financial Officer	10	66,500	-	117,365	120,250
167	Chief Information/Technology Officer	1	-	-	-	-
165	Chief Operations Officer	14	69,500	82,191	86,195	-
Human Resources/Benefits						
51	Benefits Specialist	1	-	-	-	-
112	Director, Human Resources	6	-	-	70,931	107,000
49	Human Resources Assistant	4	-	-	-	49,147
53	Manager, Human Resources	5	-	-	53,005	-
170	Vice President, Human Resources	2	-	-	-	-

Weighted Average Salaries Paid by Staff Size

Job #	Job Title	Total Emps.	Under 10	10-24	25-100	Over 100
Human Services						
136	Case Manager (non-supervisory)	94	47,092	49,800	43,581	-
132	Certified Nurse's Aide	45	-	-	-	-
128	Child Day Care Assistant	0	-	-	-	-
127	Child Day Care Worker	0	-	-	-	-
137	Cook	2	-	-	-	-
133	Counselor	17	-	-	53,516	-
131	Direct Care Worker	47	22,327	-	35,578	-
135	Social Worker – Bachelor's Level	2	-	-	-	-
134	Social Worker – Master's Level	9	-	60,667	45,832	-
125	Teacher (K-12)	4	-	-	-	-
126	Teaching Assistant (K-12)	52	-	-	-	-
129	Trainer (Adult Education)	21	-	-	-	-
Information Technology						
23	Data Entry Operator	8	-	-	-	-
62	Desktop Publishing Specialist	1	-	-	-	-
111	Director, Information Technology	5	-	-	-	102,558
99	Help Desk Specialist	4	-	-	-	42,552
90	Manager, Computer Operations	1	-	-	-	-
91	Manager, Computer Systems	1	-	-	-	-
98	Manager, Database Administration	4	59,200	-	-	-
25	Supervisor, Database Administration	1	-	-	-	-
88	Systems Analyst	3	-	-	-	-
92	Web Developer/Network Specialist	1	-	-	-	-
Library/Editorial						
56	Librarian	0	-	-	-	-
77	Staff Writer	2	-	-	-	-
Meetings/Conventions						
107	Director, Convention/Meetings	2	-	-	-	-
59	Manager, Exhibits	1	-	-	-	-
Programs/Development						
84B	Development Associate	13	60,550	-	-	57,235
113	Director, Development/Fundraising	14	71,007	78,800	69,543	130,500
105	Director, Membership	2	-	-	-	-
140	Grant Writer	11	52,268	35,000	60,817	52,591
84A	Manager, Development/Fundraising	7	-	34,619	48,950	-
47	Program Assistant	14	37,900	-	41,143	-
139	Program Coordinator	31	40,997	49,003	49,242	-
95	Program Director	45	44,970	64,644	70,670	-
96	Program Manager	30	43,164	45,352	54,176	-
171	Vice President, Development/Fundraising	6	-	-	86,375	-
138	Volunteer Coordinator	21	29,870	41,368	43,188	-
Research/Education						
110	Director, Education	8	42,100	-	70,000	-
57	Manager, Education	1	-	-	-	-
80	Research Assistant	1	-	-	-	-

Weighted Average Salaries Paid by Organization Category

Job #	Job Title	Total Emps.	Animal Related	Arts, Culture, Humanities	Commun. Imprv. Capci. Build.	Environment	Health & Human Serv.	Other
Accounting/Finance								
35	Accounting Assistant	13	30,174	-	-	-	38,055	48,063
108	Director, Finance	8	64,000	-	-	-	47,333	60,000
40	Manager, Accounting	5	-	-	-	-	62,463	65,817
37	Payroll Assistant	3	-	-	-	-	43,500	-
43	Purchasing Assistant	1	-	-	-	-	-	-
39	Staff Accountant	6	-	-	-	-	49,332	-
38	Supervisor, Accounting	1	-	-	-	-	-	-
159	Vice President, Finance	2	-	-	-	-	-	-
Administrative								
6	Administrative Assistant	15	-	-	-	-	35,911	-
4	Administrative Secretary	4	-	-	-	-	33,100	-
32	Building Maintenance/Janitor	34	34,667	-	-	-	40,529	39,702
102	Director, Administration	8	-	18,966	-	-	63,495	-
160	Driver	23	-	-	-	-	40,789	-
5	Executive Secretary	4	-	-	-	-	-	-
15	Mail Assistant - A	1	-	-	-	-	-	-
33	Manager, Building Services	7	-	-	-	-	68,298	-
12	Office Assistant	1	-	-	-	-	-	-
7	Office Manager	15	38,500	38,500	-	-	45,833	44,320
1	Receptionist	43	52,693	24,221	-	-	32,584	-
2	Secretary - A	1	-	-	-	-	-	-
Communications/Marketing/Creative								
104	Director, Communications	14	-	-	-	-	65,195	73,662
162	Director, Marketing	4	-	-	-	-	61,000	-
74	Manager, Marketing	5	-	-	-	-	45,550	-
76	Manager, Public Relations	6	-	-	-	-	-	52,300
69	Production Manager	1	-	-	-	-	-	-
70	Staff Artist	2	-	-	-	-	-	-
161	Vice President, Communications	4	-	-	-	-	-	-
158	Web & Social Media Director	6	-	-	-	-	45,107	-
Executive Management								
168	Chief Administrative Officer	5	-	-	-	-	46,646	-
163	Chief Executive Officer	62	151,913	89,886	78,890	-	97,992	113,129
164	Chief Financial Officer	10	-	-	-	-	109,788	124,483
167	Chief Information/Technology Officer	1	-	-	-	-	-	-
165	Chief Operations Officer	14	-	61,225	-	-	97,044	95,261
Human Resources/Benefits								
51	Benefits Specialist	1	-	-	-	-	-	-
112	Director, Human Resources	6	-	-	-	-	85,907	-
49	Human Resources Assistant	4	-	-	-	-	-	43,167
53	Manager, Human Resources	5	-	-	-	-	58,280	-
170	Vice President, Human Resources	2	-	-	-	-	-	-

Organization Category Reference:

Trade / Prof. Assn. = Trade & Professional Associations
 Sci. / Research = Scientific Societies & Research Institutes
 Edu. / Cult'l = Educational/Cultural Institutes

Special Int. = Special Interest Organizations
 Health = Health Organizations
 Human Ser. = Human Services Organizations

Public Benefit / Cons. = Public Benefit & Conservation Organizations
 Other = Other Organizations

Weighted Average Salaries Paid by Organization Category

Job #	Job Title	Total Emps.	Animal Related	Arts, Culture, Humanities	Commun. Imprv. Capci. Build.	Environment	Health & Human Serv.	Other
Human Services								
136	Case Manager (non-supervisory)	94	-	-	-	-	42,899	45,448
132	Certified Nurse's Aide	45	-	-	-	-	-	-
128	Child Day Care Assistant	0	-	-	-	-	-	-
127	Child Day Care Worker	0	-	-	-	-	-	-
137	Cook	2	-	-	-	-	-	-
133	Counselor	17	-	-	-	-	53,836	-
131	Direct Care Worker	47	-	-	-	-	34,503	-
135	Social Worker – Bachelor's Level	2	-	-	-	-	42,940	-
134	Social Worker – Master's Level	9	-	-	-	-	50,777	-
125	Teacher (K-12)	4	-	-	-	-	-	-
126	Teaching Assistant (K-12)	52	-	-	-	-	-	-
129	Trainer (Adult Education)	21	-	-	-	-	-	-
Information Technology								
23	Data Entry Operator	8	-	-	-	-	-	-
62	Desktop Publishing Specialist	1	-	-	-	-	-	-
111	Director, Information Technology	5	-	-	-	-	-	78,333
99	Help Desk Specialist	4	-	-	-	-	36,000	-
90	Manager, Computer Operations	1	-	-	-	-	-	-
91	Manager, Computer Systems	1	-	-	-	-	-	-
98	Manager, Database Administration	4	-	-	-	-	-	-
25	Supervisor, Database Administration	1	-	-	-	-	-	-
88	Systems Analyst	3	-	-	-	-	-	-
92	Web Developer/Network Specialist	1	-	-	-	-	-	-
Library/Editorial								
56	Librarian	0	-	-	-	-	-	-
77	Staff Writer	2	-	-	-	-	-	-
Meetings/Conventions								
107	Director, Convention/Meetings	2	-	-	-	-	-	-
59	Manager, Exhibits	1	-	-	-	-	-	-
Programs/Development								
84B	Development Associate	13	-	-	-	-	59,897	52,500
113	Director, Development/Fundraising	14	-	-	-	-	86,940	88,435
105	Director, Membership	2	-	-	-	-	-	-
140	Grant Writer	11	-	-	-	-	50,009	-
84A	Manager, Development/Fundraising	7	-	37,119	-	-	43,420	-
47	Program Assistant	14	-	18,387	-	-	46,650	-
139	Program Coordinator	31	43,580	43,733	-	-	48,975	50,007
95	Program Director	45	76,500	42,667	-	-	59,423	68,307
96	Program Manager	30	52,707	34,872	27,575	-	50,000	56,120
171	Vice President, Development/Fundraising	6	99,354	-	-	-	59,705	-
138	Volunteer Coordinator	21	36,613	-	-	-	39,493	-
Research/Education								
110	Director, Education	8	-	40,900	-	-	57,000	-
57	Manager, Education	1	-	-	-	-	-	-
80	Research Assistant	1	-	-	-	-	-	-

Organization Category Reference:

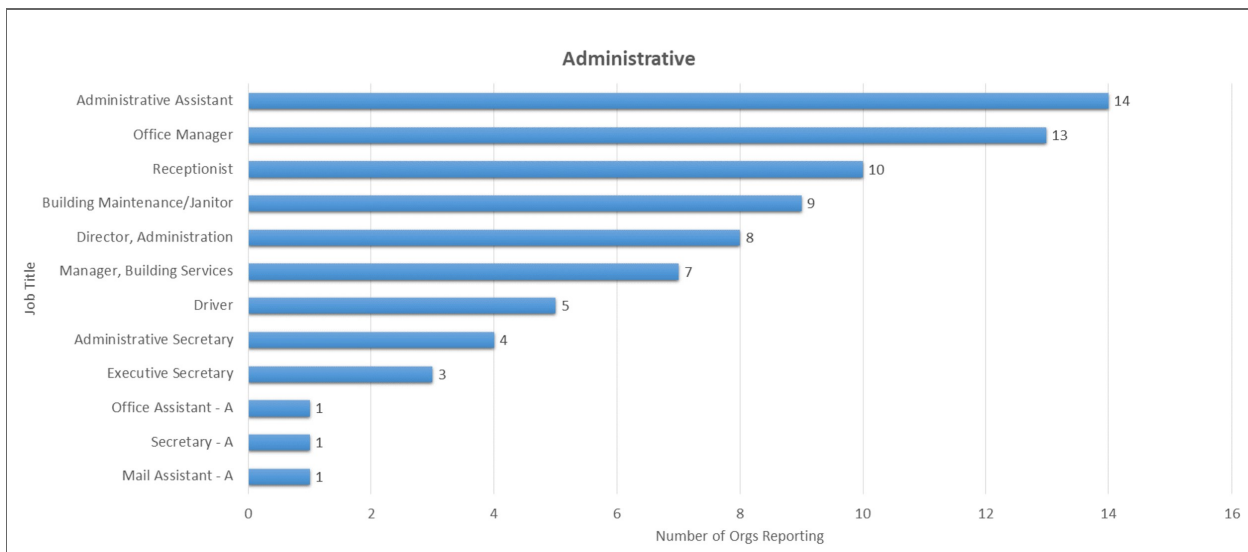
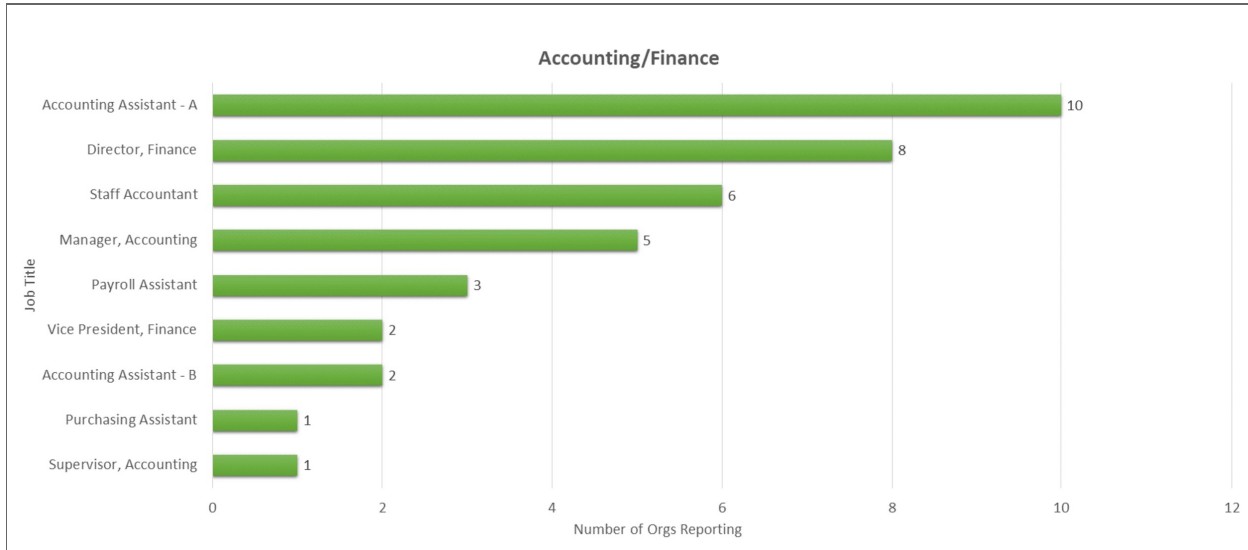
Trade / Prof. Assn. = Trade & Professional Associations
 Sci. / Research = Scientific Societies & Research Institutes
 Edu. / Cult'l = Educational/Cultural Institutes

Special Int. = Special Interest Organizations
 Health = Health Organizations
 Human Ser. = Human Services Organizations

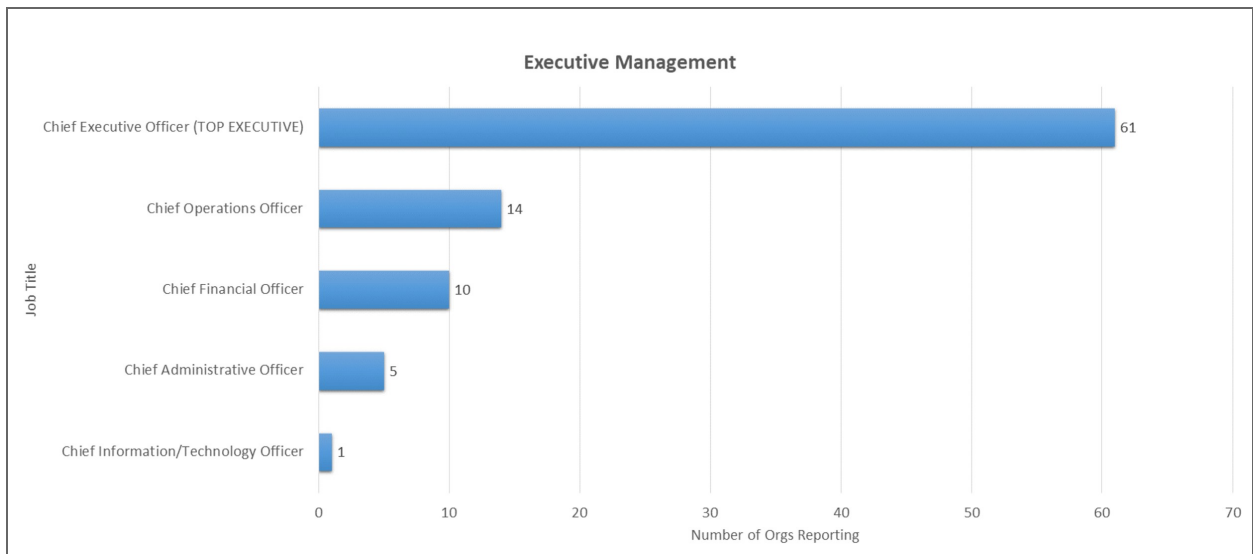
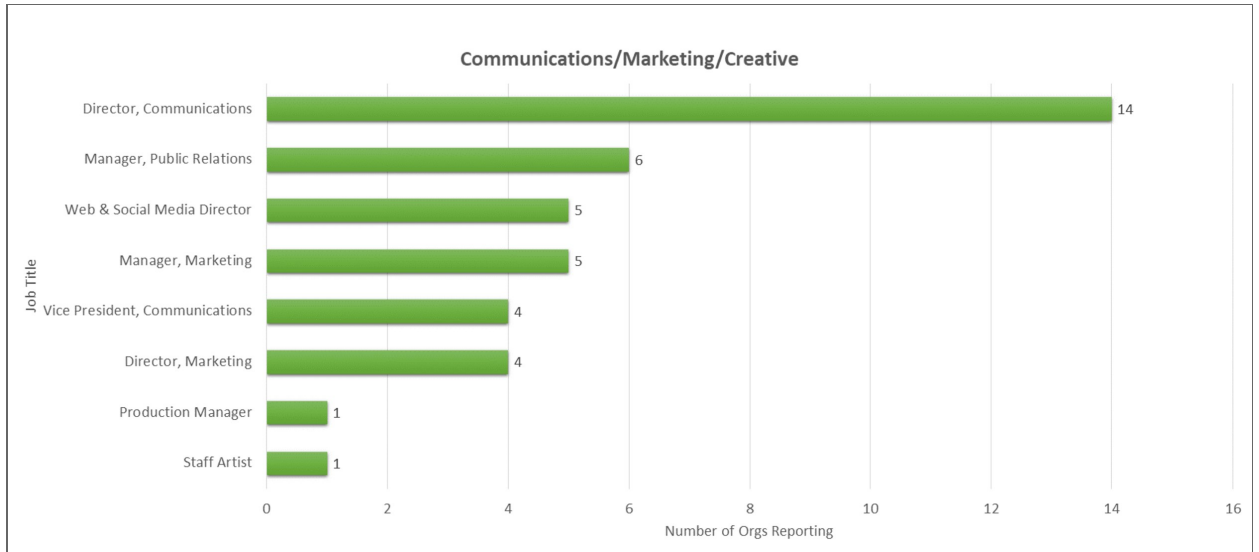
Public Benefit / Cons. = Public Benefit & Conservation Organizations
 Other = Other Organizations

Participation by Job Category

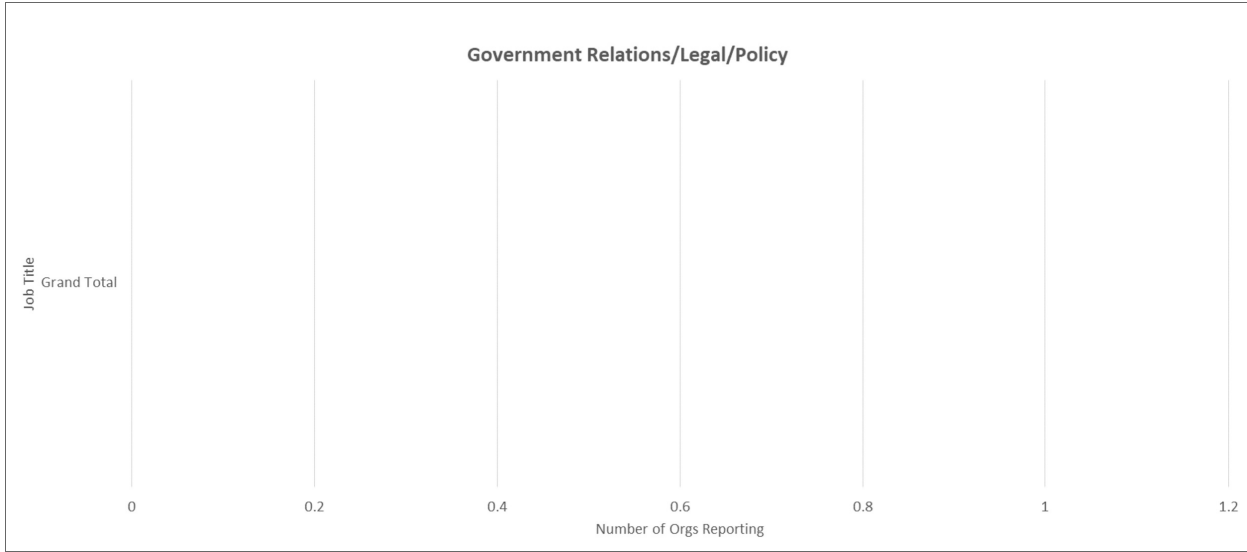
This section contains a series of graphs which provide the number of responding organizations reporting a particular job title. As such, figures in this section are not necessarily indicative of the number of employees for a job title. For example, an organization having 5 administrative assistants will only be "counted" once for the administrative assistant total. Job titles are organized by job family.



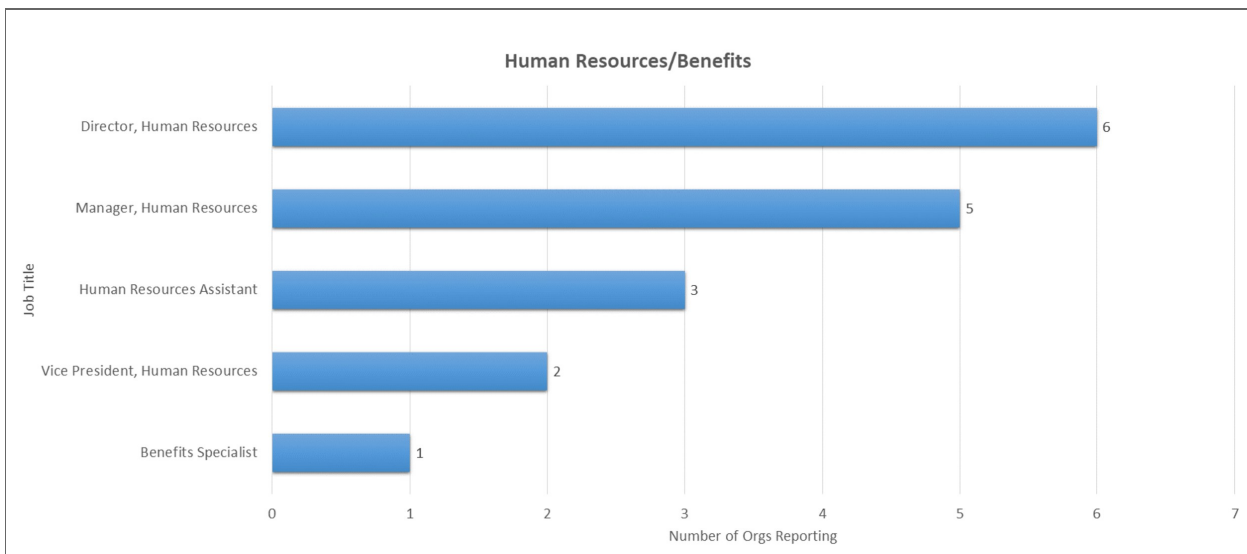
Participation by Job Category



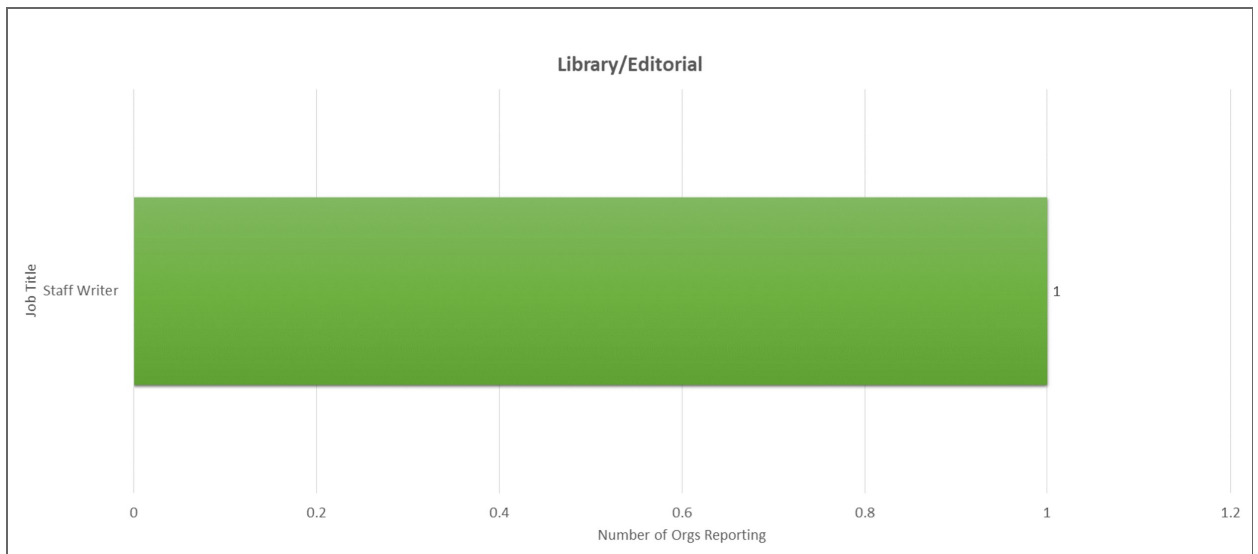
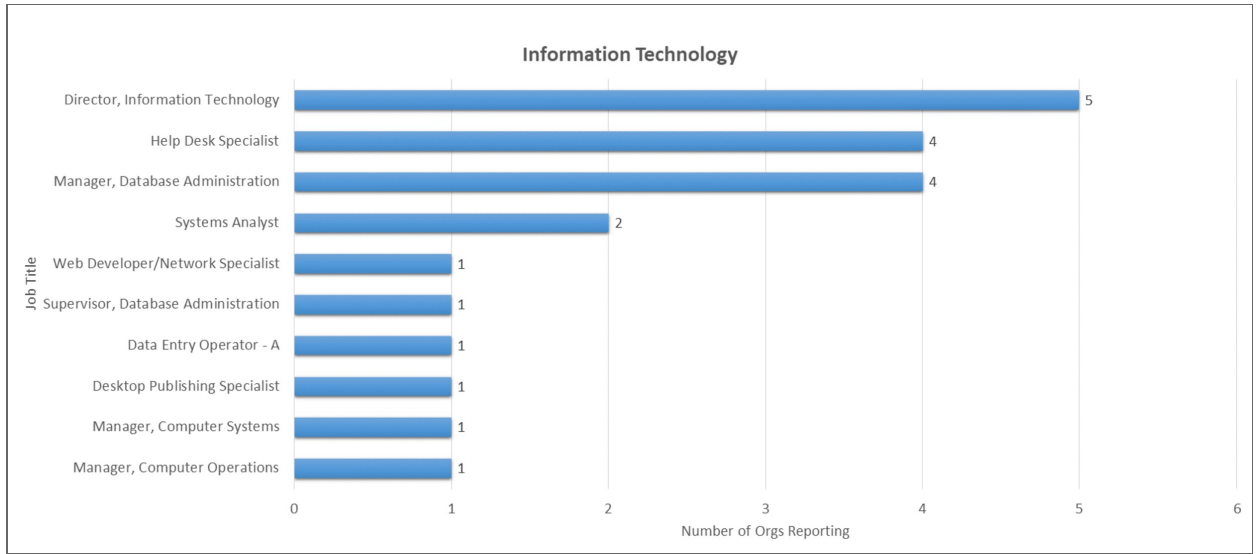
Participation by Job Category



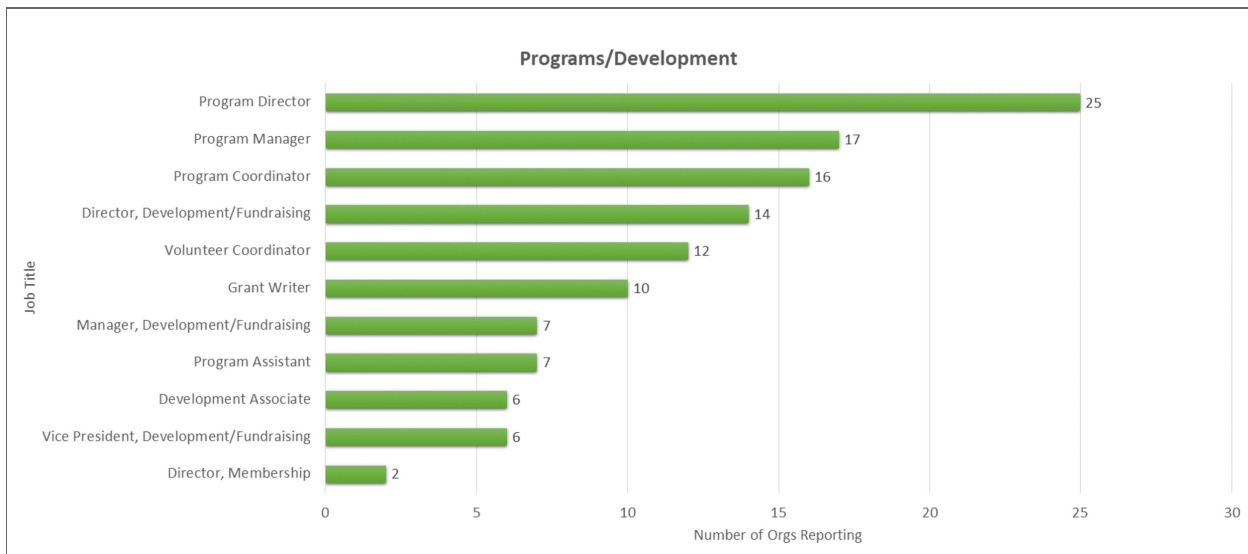
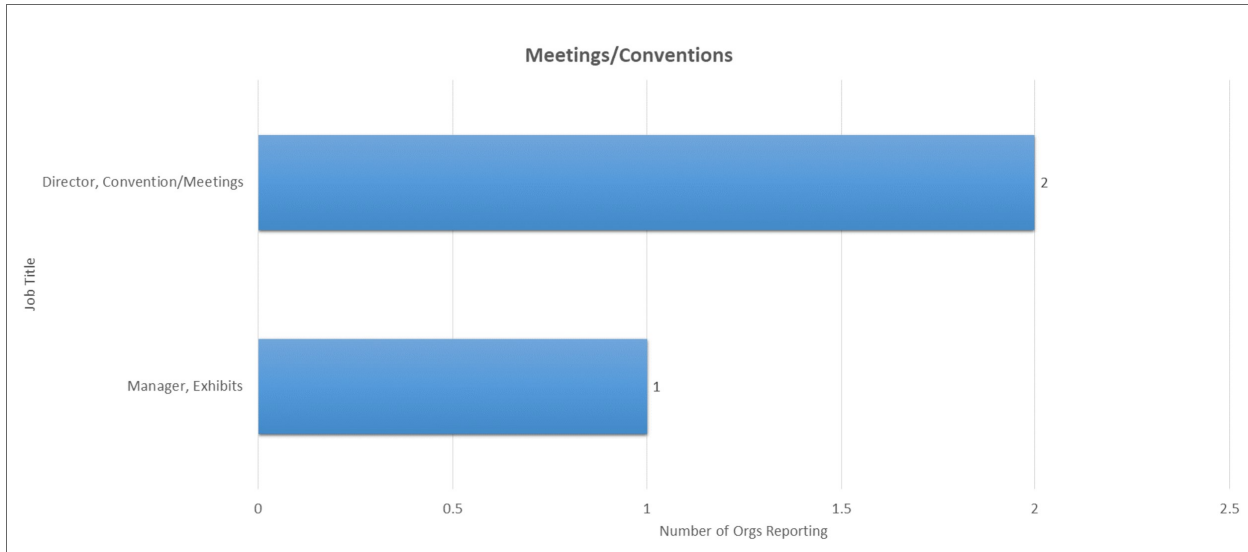
No jobs reported for this category



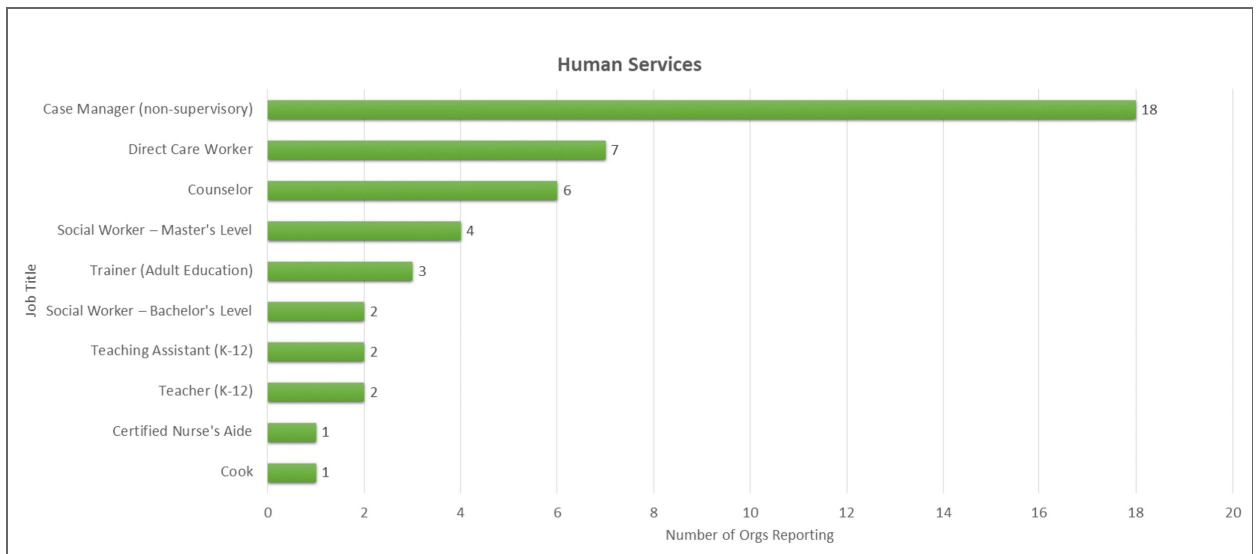
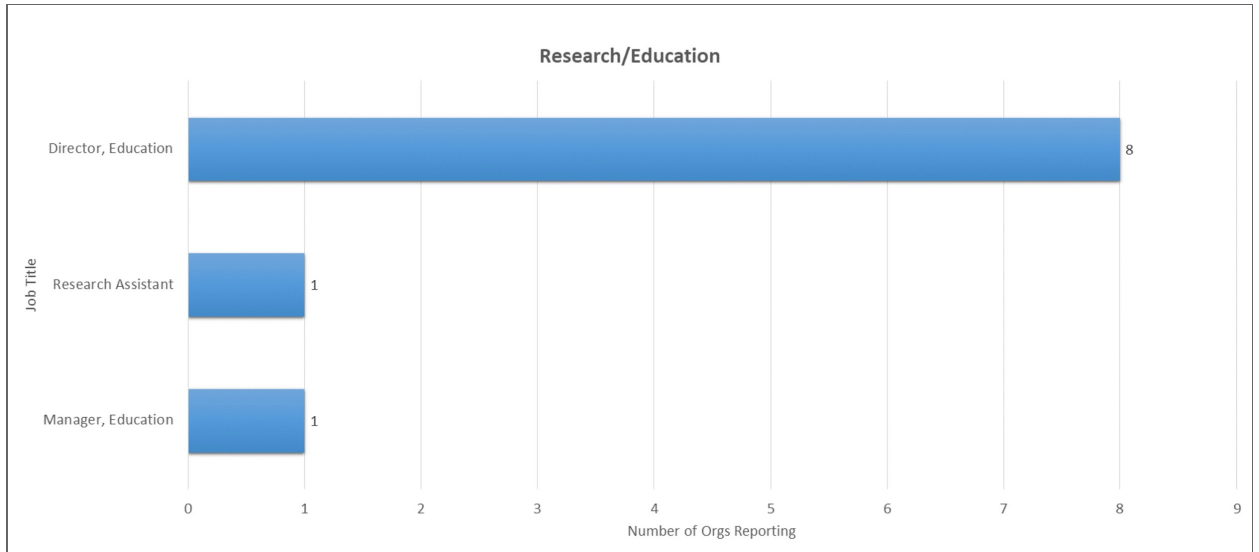
Participation by Job Category



Participation by Job Category



Participation by Job Category



Job Number: **163**

Job Title: **Chief Executive Officer**

This is the top paid position within the organization, and may have a direct reporting relationship to the Board of Directors. It has full responsibility/accountability for all program areas not otherwise administered by the Board. In some cases, this individual may devote a significant portion of the time personally directing the efforts of one or two program areas.

Overall Position Data Highlights:			
Total Employees:	62	MIN:	15,500
Group Average (Weighted & Trimmed):	99,527	1 st Quartile:	67,000
% Orgs Paying Bonus:	38%	Median:	93,000
% Eligible Employees Receiving Bonus:	75%	3 rd Quartile:	132,000
Average Bonus:	15,020 (11.23%)	MAX:	294,653

Weighted Average Salaries & Bonuses Paid By County

Sarasota	Manatee	Charlotte
101,382	116,088	74,706
12,358 (11.54%)	30,528 (11.52%)	14,167 (12.06%)

Job Number: **168**

Job Title: **Chief Administrative Officer**

This is a single incumbent position that will report to the Chief Executive Officer and will be accountable for the performance of at least two or more critical business administration functions and typically at least three or more (e.g., human resources, real estate, IT, risk management, etc.).

Overall Position Data Highlights:			
Group Average:	59,317	% Orgs Paying Bonus:	-
Group Median:	60,000	% Eligible Employees Receiving Bonus:	-
Weighted Average:	59,317	Average Bonus:	-

Job Number: **164**

Job Title: **Chief Financial Officer**

This is the principal or chief financial position. It normally incorporates determining policy on all accounting/auditing, financial and budgeting activities; and may participate in the investment policies of the organization.

In some organizations, this position may also incorporate a number of central service functions including: office services, purchasing, printing, mail operations, data processing and personnel.

Overall Position Data Highlights:			
Group Average:	107,769	% Orgs Paying Bonus:	50%
Group Median:	114,733	% Eligible Employees Receiving Bonus:	40%
Weighted Average:	107,769	Average Bonus:	6,875 (8.90%)

Job Number: **167**

Job Title: **Chief Information/Technology Officer**

This is the chief functional officer responsible for the organization's technology direction and management. Proposes budgets for programs and projects, purchases and upgrades equipment, supervises computer specialists and IT workers, and presides over all IT-related projects.

Overall Position Data Highlights:			
Group Average:	77,220	% Orgs Paying Bonus:	-
Group Median:	77,220	% Eligible Employees Receiving Bonus:	-
Weighted Average:	77,220	Average Bonus:	-

Job Number: **165**

Job Title: **Chief Operations Officer**

This is a single incumbent position that will report to the Chief Executive Officer and will typically be the 2nd in command, who serves as the organization's leader in the absence of the CEO. In smaller organizations, this position may also be called a "Deputy Executive Director" and may also be accountable for the function of one or more critical business units (e.g., sales, distribution, etc.) but essentially is a critical business leader and adviser to the CEO and the Board.

Overall Position Data Highlights:			
Total Employees:	14	MIN:	41,600
Group Average (Weighted & Trimmed):	86,410	1 st Quartile:	73,250
% Orgs Paying Bonus:	43%	Median:	85,000
% Eligible Employees Receiving Bonus:	67%	3 rd Quartile:	90,913
Average Bonus:	5,813 (6.87%)	MAX:	168,000

Weighted Average Salaries & Bonuses Paid By County

	Sarasota	Manatee	Charlotte
	83,421	94,131	82,925
	6,500 (7.48%)	-	-

Job Number: **35**

Job Title: **Accounting Assistant**

Processes a variety of accounting transactions to verify accuracy, proper calculations and amounts, inclusion of appropriate source documentation, proper budget codes and journal/ledger entry designations. Traces discrepancies through source materials, or through discussion with originating party to resolve them.

In the case of cash receipts or receivable transactions, tallies monies received, reconciles amounts against source documents and prepares bank deposit slips. Accounts payable transactions include check preparation, signing and correspondence mailing. May perform incidental data entry. All assignments are performed under prescribed procedures and routines which govern most situations.

Overall Position Data Highlights:			
Total Employees:	13	MIN:	18,233
Group Average (Weighted & Trimmed):	38,425	1 st Quartile:	33,070
% Orgs Paying Bonus:	17%	Median:	40,500
% Eligible Employees Receiving Bonus:	50%	3 rd Quartile:	42,650
Average Bonus:	450 (2.25%)	MAX:	55,125

Weighted Average Salaries & Bonuses Paid By County

Sarasota	Manatee	Charlotte
39,326	41,670	-
-	-	-

Job Number: **108**

Job Title: **Director, Finance**

Depending on the organization, persons in this position may report to a CFO and/or Vice President of Finance. This position normally incorporates determining policy on all accounting/auditing, financial and budgeting activities, and may participate in the investment policies of the organization. Persons in this position may be given ownership of certain programs or initiatives.

Overall Position Data Highlights:			
Group Average:	52,125	% Orgs Paying Bonus:	13%
Group Median:	51,500	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	52,125	Average Bonus:	2,500 (2.94%)

Job Number: **40**

Job Title: **Manager, Accounting**

Assists in the design, revision and maintenance of the accounting system and procedures.

Responsible for monitoring effectiveness and cost of accounting operations; reviews, audits, and/or approves entries into the accounting records; and checks on all bank accounts in accordance with policies established; consults with Staff Accountant on matters such as changes in cost or revenue allocations, and requests for new program accounts.

Manages the classification and recording of all financial transactions, maintenance of official accounting records, and preparation of financial statements and reports for the organization. Financial data and transactions, including payroll, are audited, verified and encoded for computer processing, storage and production of the general ledger, and statistical and financial reports for all levels of management.

Also includes the responsibility for coordination and supervision of all accounting and internal audit functions for cash receipts, accounts payable, and payroll to insure that accounting records, financial statements and ereports accurately reflect the financial status and operations of the organization. Also supervises the consolidation of annual budget and financial forecast data as received from all operation departments into unified reports in accordance with principles and format prescribed by management.

Coordinates activities surrounding the annual audit, as well as the establishment of federal and state grant procedures and reporting routines.

Overall Position Data Highlights:			
Group Average:	64,312	% Orgs Paying Bonus:	33%
Group Median:	62,317	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	64,312	Average Bonus:	1,591 (2.38%)

Job Number: **37**

Job Title: **Payroll Assistant**

Prepares the organization's payroll. Establishes and maintains staff payroll records, prepares entries and calculations on salary changes, overtime, leave without pay, various benefit plan deductions for local state and federal taxes and such special deductions as requested. Reconciles payroll roster and prepares monthly journal entries. Calculates and prepares the quarterly and yearly summary reports for FICA, workmen's unemployment and compensation reports. Responds to staff inquiries concerning payroll/salary matters.

In some organizations, may establish and maintain the staff leave records, periodically preparing and distributing summary reports showing usage and balances by leave category. Responds to staff inquiries.

May also maintain various employee benefit plan records on premium payments, plan participants and census report statistics. Calculates and prepares periodic premium payments due insurance carriers and updates participant roster reports. May brief new employees on benefit provisions, enroll them in the various plans and respond to staff inquiries concerning general benefit provisions.

Overall Position Data Highlights:			
Group Average:	45,333	% Orgs Paying Bonus:	-
Group Median:	49,000	% Eligible Employees Receiving Bonus:	-
Weighted Average:	45,333	Average Bonus:	-

Job Number: **43**

Job Title: **Purchasing Assistant**

Purchasing transactions can include supplies and stationery, library books and publications, office equipment and repairs, furniture and decorations, printshop and copier machine supplies.

Reviews requisitions for unclear or incomplete items, checks against established authorization limits and necessary supervisory approval, and forwards approved copies to vendors/suppliers. Follows up on late, overdue, or incomplete shipments to determine cause of delay and action to be taken.

May meet with local stationery and office supplies vendors to fill requisitions replenishing low stock inventory, following up on back orders and correcting bills.

May meet with various vendors who call to review their product lines, check quality and price, secure revisions to price lists, obtain promotional literature for reference file; and where feasible, test new commonly used product lines to determine their suitability for future purchase.

Reviews deliveries and shipments for adherence to purchase specifications. Follows up on incomplete, damaged or incorrect shipments. Reviews invoices for accuracy and clears purchase for payment. Establishes and maintains inventory and property records. Alerts supervisor when inventories reach reordering levels.

Assigns property codes and tags to all furniture, equipment, machinery and other furnishings.

Overall Position Data Highlights:			
Group Average:	65,639	% Orgs Paying Bonus:	-
Group Median:	65,639	% Eligible Employees Receiving Bonus:	-
Weighted Average:	65,639	Average Bonus:	-

Job Number: **39**

Job Title: **Staff Accountant**

Responsible for implementing accepted accounting principles and procedures in performing or reviewing the accounting transactions of others.

Areas of activity include accounts receivables and payables, cash receipts, payroll, general and subsidiary ledger entries, financial report preparation and reconciliation, bank statements, budget reporting, tax statement reports.

Responsible for preparing summary daily entries to the general ledger and various subsidiary ledgers. Reconciles with source documents/transactions to ensure accuracy. Resolves any discrepancies that may arise.

Reviews and balances all monthly accounts. Prepares monthly financial statements and assists in developing all year-end reports. Prepares quarterly and yearly tax reports for various state and federal jurisdictions, as well as any special reportings requested.

May assist in the preparation of the annual budget by assembling initial data and reviewing data compiled by various units; monitoring monthly and quarterly budget summary reports, developing information when actual expenses vary appreciably from budget estimates.

Assists auditors by supplying necessary data and information in preparation of the annual audit.

Overall Position Data Highlights:			
Group Average:	46,004	% Orgs Paying Bonus:	17%
Group Median:	48,413	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	46,004	Average Bonus:	500 (0.89%)

Job Number: **38**

Job Title: **Supervisor, Accounting**

Normally supervises the daily operations of an accounting unit, i.e., payables, receivables, and cash receipts. When necessary, the incumbent assumes some of the workload to reduce peak periods or during staff absences.

Reviews disbursement transactions for properly authorized signatures, supporting documents and coding procedures before preparing checks. Oversees staff payroll procedures to ensure proper overtime and leave credits; changes for various deductions; for FICA and unemployment taxes.

Reviews daily receipt reports, and all source documents for correct totals, coding, account credits and deposit slip preparation before deposit of funds to the bank and entry into accounting system.

Responsible for controlling daily cash balances to ensure that adequate funds are available to cover expenditures and for recommending the timing and level of cash transfers.

Daily, inputs own journal entries and checks those entered by others for accuracy. Reviews monthly journal printout reports for discrepancies, reconciles receipt and payable balances and may prepare monthly financial statements.

Monthly, extracts and summarizes financial information to prepare the monthly financial statements.

Overall Position Data Highlights:			
Group Average:	63,796	% Orgs Paying Bonus:	-
Group Median:	63,796	% Eligible Employees Receiving Bonus:	-
Weighted Average:	63,796	Average Bonus:	-

Job Number: **159**

Job Title: **Vice President, Finance**

Second to the Chief Financial Officer (CFO), this is the highest finance position at the organization. Typical responsibilities include determining policy on all accounting/auditing, financial and budgeting activities, and may participate in the investment policies of the organization.

Overall Position Data Highlights:			
Group Average:	94,803	% Orgs Paying Bonus:	50%
Group Median:	94,803	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	94,803	Average Bonus:	20,000 (16.72%)

Job Number: 6

Job Title: *Administrative Assistant*

This position normally is found at a responsible organizational level where the incumbent facilitates managerial processes and serves as an administrative coordinator for a significant program/functional area. Assignments may be performed through personal initiative or through the supervision of one or more support-level employees.

Coordinates the collection, compilation, assembly and reproduction of unit projects, which are oftentimes developed by others to be completed according to scheduled times. Provides supporting services to unit managers/professionals to assist them in scheduling and completing work assignments.

Coordinates unit meetings by notifying participants of meeting dates and places, preparing agendas; assembling and distributing agenda materials. Attends meetings to take notes, draft initiatives discussed, circulating for revision/approvals.

Recruits, screens, interviews and assists in selecting all support-level employees for the department/division; coordinates leave usage of support staff to maintain continuity of area projects; assists in evaluating performance and in recommending salary increases.

Works with the finance office to develop preliminary data and background information for the annual budget. Integrates data received from various sections into a single budget format for supervisor's review. Monitors monthly budget report for adherence to estimated levels, seeks out explanations for significant variances, referring questionable items to supervisor. Reviews all bills and travel vouchers.

Attends conferences and annual meeting to provide general administrative assistance to supervisor for committee and program assignments. These can range from taking minutes and preparing chairmen's reports, answering member/attendee inquiries to resolving minor problems with hotel personnel.

Overall Position Data Highlights:			
Total Employees:	15	MIN:	25,000
Group Average (Weighted & Trimmed):	35,415	1 st Quartile:	30,000
% Orgs Paying Bonus:	40%	Median:	34,560
% Eligible Employees Receiving Bonus:	50%	3 rd Quartile:	40,000
Average Bonus:	960 (2.57%)	MAX:	52,500

Weighted Average Salaries & Bonuses Paid By County

	Sarasota	Manatee	Charlotte
	37,123	-	-
	533 (1.88%)	-	-

Job Number: 4**Job Title: *Administrative Secretary***

Supervises the immediate activities of supervisor's office and support staff, assigning tasks and establishing priorities, and facilitating the decision-making process on all general operational matters within the office.

In addition to the secretarial assignments that might be performed as outlined for Secretaries A & B, this individual coordinates the follow-up, collection, compilation, assembly and reproduction of unit projects, which are oftentimes developed by other managers/professionals to be completed according to scheduled times. May provide supporting services to unit managers/professionals to assist them in scheduling and completing work assignments.

Coordinates unit meetings by notifying participants of meeting dates and places, preparing agendas; assembling and distributing agenda materials. Attends meetings to take notes, draft initiatives discussed and circulates for revision/approvals.

Reviews all bills and expense vouchers for appropriateness and budget identification. Refers travel vouchers and questionable items to supervisor, approving others for payment.

May assist in selecting support-level employees for the offices; coordinate leave to maintain continuity; assist in evaluating the performance of support employees and in recommending salary increases; and provide general instruction and guidance to ensure consistency, accuracy and quality of work performed.

Overall Position Data Highlights:			
Group Average:	25,550	% Orgs Paying Bonus:	-
Group Median:	25,600	% Eligible Employees Receiving Bonus:	-
Weighted Average:	25,550	Average Bonus:	-

Job Number: 32**Job Title: *Building Maintenance/Janitor***

Performs a variety of general and semi-skilled tasks and assignments within the building, offices and around the grounds of the organization.

Completes maintenance requests as assigned and in accord with priorities set by the supervisor. Normally receives daily list of work orders to be accomplished, including specifications of tasks to be performed. Reports any difficulties or circumstances preventing completion of assignments.

Requests usually involve minor repairs of office furnishings such as desks, tables, chairs and cabinets; and of electrical items such as clocks, desk lamps. Repairs and/or replaces broken parts such as springs, locks, light bulbs and defective electrical fixtures; refinishes or rebuilds furnishings, and builds shelves and wooden storage cases; frames and hangs pictures, signs and plaques.

Moves and stores furniture and equipment. Assists in loading and unloading shipments. May assist in setting up meeting and conference rooms. Makes pick up and delivery trips associated with maintenance tasks.

May be required to keep building grounds neat and attractive appearing by regularly mowing, raking, trimming, watering and sweeping these areas.

Overall Position Data Highlights:			
Group Average:	38,543	% Orgs Paying Bonus:	40%
Group Median:	36,180	% Eligible Employees Receiving Bonus:	96%
Weighted Average:	39,356	Average Bonus:	381 (0.98%)

Job Number: **102**

Job Title: **Director, Administration**

Similar to the Chief Administrative Officer and Chief Operations Officer, but having less responsibility. Responsibilities are related to management of the organization's internal management functions and operations including, but not limited to: office services, printing, library, data processing, member and subscriber records, personnel, purchasing and accounting.

Overall Position Data Highlights:			
Group Average:	53,176	% Orgs Paying Bonus:	11%
Group Median:	48,000	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	53,176	Average Bonus:	450 (0.94%)

Job Number: **160**

Job Title: **Driver**

Performs work in the operation of a vehicle to assure safe transportation of clients or goods to and from various destinations. Responsibilities may include, but are not limited to the following:

May be required to assist clients on entry and exit from vehicles.

Responsible for proper loading and securing of freight to prevent movement and allow safe transport. Assists in loading and unloading as required.

Maintains accurate records and logs.

Performs vehicle inspections and preventative maintenance before, during and after trips; responsible for brake adjustments, tire chain-ups and minor repairs as needed while on the road.

Keeps the interior and exterior of vehicle clean.

Overall Position Data Highlights:			
Group Average:	32,097	% Orgs Paying Bonus:	20%
Group Median:	34,000	% Eligible Employees Receiving Bonus:	0%
Weighted Average:	39,198	Average Bonus:	-

Job Number: 5

Job Title: *Executive Secretary*

NOTE: ONLY ONE, OR POSSIBLY TWO, INDIVIDUALS, OCCUPY THIS POSITION WITHIN THE ORGANIZATION.

This position provides administrative and secretarial support to the executive officer, the Board of Directors and its officers. In some situations this assistance may extend to the deputy executive officer.

Coordinates the schedules of the Chief Executive Officer and the organization's elected officials to optimize their time and to facilitate the exchange of information. Schedules appointments with staff and members wherever these individuals are expected, or when they travel around the country on organization business. Determines the nature of these appointments, and develops the necessary background material wherever possible. May be expected to review correspondence requiring the signatures of these officials, regardless of its origination, for general format and style, content and possible sensitivity.

Coordinates the physical and logistical arrangements for regular Board meetings. During the sessions takes minutes, may monitor parliamentary procedure, prepares initial minutes draft and serves as staff liaison to officials attending. Post-meeting assignments include following through with staff directors to see that established projects are on schedule, keeping supervisor apprised of progress.

Replies directly to general inquiries, nontechnical topics and brief correspondence. Also drafts replies for officer signature on similar matters if this is deemed more appropriate. Monitors supervisor's immediate tickler file for upcoming deadlines, following through on the necessary details.

Prepares conference agenda and background materials for the Board. This includes collecting, compiling, reproducing, assembling and distributing the agendas prior to the annual meeting.

Travels on-site to manage the executive's operations office during major meetings. May attend Executive Committee and Board meetings to take official minutes. May assist in answering member inquiries and in resolving minor difficulties with hotel personnel.

Overall Position Data Highlights:			
Group Average:	59,067	% Orgs Paying Bonus:	-
Group Median:	60,000	% Eligible Employees Receiving Bonus:	-
Weighted Average:	60,475	Average Bonus:	-

Job Number: **15**

Job Title: **Mail Assistant - A**

Opens and sorts incoming mail according to prescribed individual/function/office/program designations. Makes daily runs to distribute mail and interoffice correspondence throughout the offices/building. In the process, picks up outgoing and interoffice mail. Sorts materials and delivers on next run.

Weights and meters all outgoing mail according to instructions or prescribed postal guidelines. Bags mail for evening pickup. Wraps, weighs and meters small packages containing publications and other informational/educational materials. May package larger items to be picked up by postal service or commercial carrier. Contacts carriers to pick up as needed.

May make regular trips to area post offices to either pick up or deliver mail bags and certified pieces of mail. May drive organization vehicles to accomplish these tasks.

Maintains daily log of outgoing pieces mailed and cost. Identifies originating office in bulk mailings, as well as pieces mailed and cost. Alerts supervisor when postage meter reaches authorized postage limit. Assists in assembling and stuffing materials for bulk mailings.

Overall Position Data Highlights:			
Group Average:	34,133	% Orgs Paying Bonus:	100%
Group Median:	34,133	% Eligible Employees Receiving Bonus:	0%
Weighted Average:	34,133	Average Bonus:	-

Job Number: **33**

Job Title: **Manager, Building Services**

Responsible for maintaining the physical appearance of the organization's building, offices and grounds; and for providing a comfortable physical working environment for the staff. Some individuals occupying this position may be required to be licensed operating engineers.

Performs regular maintenance routines on heating/cooling system including weekly/monthly monitoring of various thermostat controls and dampers throughout the building; checking oil pressure levels and fan belt tension; lubricating and changing gas valves; checking/cleaning filters, cooling tower, spray heads and coils; and applying rust-resistant chemicals.

Maintenance on the building includes: cleaning/dusting/polishing metal and furnishings in public areas; cleaning, dusting and removing trash from offices; touch up painting and minor furniture repairs; light electrical repairs such as repositioning switches and plugs; and vacuuming all carpeted areas.

Performs through staff or outside contract firms such regular services as: office cleaning, window washing and drapery cleaning; landscape cleaning, planting and fertilizing; trash removal; office construction and built-in carpentry; major painting projects. Obtains competitive bids and makes recommendation based on product quality, service and cost factors.

Can serve as liaison with management realty firm which acts as the leasing agent and building administrator. Approves and submits for payment all monthly purchase orders for equipment, supplies and contract services.

Where appropriate, maintains contact with building tenants to ensure that their general building and cleaning needs are met.

Overall Position Data Highlights:			
Group Average:	59,612	% Orgs Paying Bonus:	14%
Group Median:	57,512	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	59,612	Average Bonus:	12,000 (15.00%)

Job Number: 12

Job Title: Office Assistant

Assignments, although particular to a specific office/unit, are generally patterned or cyclical in nature. The procedures are well defined with prescribed guidelines existing for most transactions. Matters that deviate from these guides are referred to the supervisor.

Receives and reviews a variety of correspondence/documents/materials from staff, members, subscribers, suppliers and the public for completeness and accuracy of the information included. Sorts and classifies these by transaction category, date, code or other distinguishable designation.

Codes various documents/statements/records for identification purposes, preparatory to data entry or for later tabulation. Keeps logs/records by date, category, and items processed to provide specific information on unit activities.

Receives, sorts and classifies correspondence/records/documents/publications/articles for filing. Retrieves materials and records as requested. Periodically scans files and discards obsolete materials.

Reviews manually prepared or computer generated listings, reports, labels, and rosters for accuracy against source documents, making necessary corrections.

Responds to general inquiries over the phone or by preparing standard acknowledgments with proper enclosures. Opens, sorts and delivers incoming correspondence and interoffice mail to unit staff.

May perform incidental clerical duties such as preparing form information, spreadsheet creation, and data entry.

Overall Position Data Highlights:			
Group Average:	40,000	% Orgs Paying Bonus:	100%
Group Median:	40,000	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	40,000	Average Bonus:	450 (1.13%)

Job Number: 7

Job Title: **Office Manager**

This position concerns itself with coordinating and/or administering many of the organization's central administrative processes, services and activities.

The individual is expected to perform the substantive part of each function relying on no more than several clerical employees to carry out regular routines and tasks. Functions normally incorporated into this position include:

Mail Operations: The preparation and distribution of incoming mail; interoffice mail pickup and delivery; preparation of outgoing mail, including bulk mailings of printed material, and packaging.

Communications/Reception: The installation and general maintenance of central and individual office telephone equipment; central answering and reception services: publication/distribution of staff directories.

Printing/Reproduction: Securing such outside reproductive services as printing, word-processing, and other related services; and coordinating all projects to completion.

Building Management Liaison: Lease arrangements; remodeling, repair and decorating; shipments and storage; heating/cooling monitoring.

Central Files: A central files system or database to accommodate storage/retrieval of documents; and for orderly retirement and/or destruction of records.

Purchasing: The purchasing of office equipment, furniture and supplies; assisting staff in the selection of items; dispensing used equipment and furniture; and storage of supplies and materials.

Office Services: Scheduling of meeting rooms; messenger services; servicing minor repairs of furniture and equipment, and maintenance of reproduction copiers; monitoring vending machine units; and providing central typing assistance.

Personnel: Recruiting clerical/support staff; maintaining personnel and leave records, obtaining temporary help; processing personnel actions.

Overall Position Data Highlights:			
Total Employees:	15	MIN:	20,000
Group Average (Weighted & Trimmed):	41,176	1 st Quartile:	27,750
% Orgs Paying Bonus:	36%	Median:	40,000
% Eligible Employees Receiving Bonus:	80%	3 rd Quartile:	51,250
Average Bonus:	2,620 (5.37%)	MAX:	56,000

Weighted Average Salaries & Bonuses Paid By County

Sarasota	Manatee	Charlotte
45,205	39,333	-
2,525 (4.77%)	-	-

Job Number: 1

Job Title: *Receptionist*

This position can be located in the organization's office lobby or in a central floor location. Serves as the organization's main receptionist, greeting all visitors.

Provides assistance by inquiring as to the nature of the visit and directing the individual to the appropriate office/person.

In some instances, must develop a line of questioning until enough information has been obtained to properly direct or answer an inquiry. In addition, usually serves as the central telephone operator answering all calls. Determines the nature of the calls and refers them to the proper individual or office. Is expected to give assistance by developing ample information on vague inquiries in order to refer the call properly. Unanswered office phone calls may be rolled back to the receptionist in which case answers the lines and takes messages. Other responsibilities that are sometimes incorporated into this position include; light typing for various units; reconciling telephone billing statements; opening and sorting incoming mail; scheduling messenger deliveries and pick-up; maintaining phone listings, floor and building directories current; scheduling conference rooms for staff meetings; and sending and receiving fax and teletype messages.

Overall Position Data Highlights:			
Group Average:	36,711	% Orgs Paying Bonus:	30%
Group Median:	35,360	% Eligible Employees Receiving Bonus:	50%
Weighted Average:	33,642	Average Bonus:	700 (1.30%)

Job Number: 2

Job Title: *Secretary - A*

May work for more than one managerial/professional staff member. Reports administratively to the senior staff member within the unit. Is expected to establish general priorities in completing assignments, and in following the instructions outlined by the assignment originator.

Scans and sorts incoming mail and interoffice correspondence into priority categories; notes items of interest based on current projects; may retrieve and attach background material before forwarding.

Responds directly to requests for distributive materials and general information. Occasionally drafts replies on routine matters for staff members' signatures.

Transcribes from notes, tapes and handwritten drafts in both draft and final format a variety of documentation including; correspondence, agendas, releases, minutes, speeches, testimony, legal briefs, position papers and reports, charts and tables. Edits for grammar, punctuation, spelling and general sentence structure.

Screens incoming calls not specifically directed to staff members. Answers inquiries on routine matters, referring others to appropriate staff member or department. Takes messages in someone's absence. Makes tentative appointments, clearing these with staff before confirming.

Greets callers to the office, ascertains their business and announces them to appropriate party. Makes travel arrangements.

Maintains the office's working, publication, and subject files current by filing and retrieving material, establishing new folders and sections as needed, and periodically purging files of outdated materials.

Overall Position Data Highlights:			
Group Average:	43,680	% Orgs Paying Bonus:	-
Group Median:	43,680	% Eligible Employees Receiving Bonus:	-
Weighted Average:	43,680	Average Bonus:	-

Job Number: **104**

Job Title: **Director, Communications**

If applicable, this position reports to the Vice President of Communications. Persons in this position may be given ownership of certain program areas. Generally, this position is responsible for articulating the organization's positions on issues and programs to the membership and various audiences. Activities normally included under this function are: public relations, media relations, advertising, informational newsletters and similar publications, speech writing and community affairs.

Overall Position Data Highlights:			
Total Employees:	14	MIN:	30,000
Group Average (Weighted & Trimmed):	62,335	1 st Quartile:	55,493
% Orgs Paying Bonus:	29%	Median:	62,441
% Eligible Employees Receiving Bonus:	75%	3 rd Quartile:	70,572
Average Bonus:	1,632 (2.67%)	MAX:	90,000

Weighted Average Salaries & Bonuses Paid By County

Sarasota	Manatee	Charlotte
62,707	61,581	-
-	-	-

Job Number: **162**

Job Title: **Director, Marketing**

This is the principal or chief marketing position within the organization.

Incorporates the promotion of members publications, books, meetings, educational materials, and various other products and services. Because membership promotion and retention are generally related to journal circulation, this individual usually integrates publications marketing and membership promotion into an overall strategy to enhance both activities.

Marketing activities include; direct mail and space advertising in publications, and the formulation and administration of the annual promotion budget. Responsible for suggestions on the marketability of new products and for coordination of design to achieve a unified organization image.

Provides promotional copywriting, setting basic graphics design parameters, and monitoring follow-up on production for direct marketing materials.

Develops marketing strategies and media campaigns, serving as a consultant on product packaging, and assisting in the development of marketing research projects.

Gathers, organizes, and analyzes responses from direct mail campaigns. Develops and maintains current, efficient in-house mailing list files. Also responsible for making recommendations in the areas of potential markets, media selection, future marketing strategies, and creative strategies, based on statistical analyses of the response data.

Manages and implements long and short term membership directed marketing strategies and promotional activities in order to maximize the marketing efficiency, profitability, and opportunities of all organization divisions, departments and units.

This includes ongoing marketing research establishing promotional sales project procedures, establishing a continuing marketing strategy program for units, setting up a program to monitor competitive developments, developing new marketing techniques for publication products and services.

May also serve as advertising manager for those publications carrying advertising providing coordination with advertising agency and production representatives.

In some organizations, may be expected to administer the organization's fund-raising projects. Serves as the representative on fund-raising contracts. Provides information and support for fund-raising contracts; and may assist in developing purpose and goals of fund-raising program.

Overall Position Data Highlights:			
Group Average:	55,684	% Orgs Paying Bonus:	50%
Group Median:	61,000	% Eligible Employees Receiving Bonus:	0%
Weighted Average:	55,684	Average Bonus:	-

Job Number: **74**

Job Title: **Manager, Marketing**

Incorporates the promotion of members publications, books, meetings, educational materials, and various other products and services. Because membership promotion and retention are generally related to journal circulation, this individual usually integrates publications marketing and membership promotion into an overall strategy to enhance both activities.

Marketing activities include; direct mail and space advertising in publications, and the formulation and administration of the annual promotion budget. Responsible for suggestions on the marketability of new products and for coordination of design to achieve a unified organization image.

Provides promotional copywriting, setting basic graphics design parameters, and monitoring follow-up on production for direct marketing materials.

Develops marketing strategies and media campaigns, serving as a consultant on product packaging, and assisting in the development of marketing research projects.

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This includes ongoing marketing research establishing promotional sales project procedures, establishing a continuing marketing strategy program for units, setting up a program to monitor competitive developments, developing new marketing techniques for publication products and services.

May also serve as advertising manager for those publications carrying advertising providing coordination with advertising agency and production representatives.

In some organizations, may be expected to administer the organization's fund-raising projects. Serves as the representative, provides information and support, and may assist in developing purpose and goals of fund-raising program.

Overall Position Data Highlights:			
Group Average:	48,162	% Orgs Paying Bonus:	33%
Group Median:	43,756	% Eligible Employees Receiving Bonus:	50%
Weighted Average:	48,162	Average Bonus:	500 (1.43%)

Job Number: 76

Job Title: *Manager, Public Relations*

Responsible for planning and coordinating a system of information dissemination to provide useful information to members, various audiences and the public; and to create a favorable image and response toward the organization and its constituencies. Information dissemination includes news releases, internet marketing, social media outreach, brochures, feature articles, press, radio, and television presentations, press conferences at national meetings and conferences, and published reports of organization programs and activities.

Collects and selects potential newsworthy information from various sources. Assesses what items/ programs/issues might be publicized to receive maximum credit. Disseminates information through established media contacts and distribution channels. Maintains active contacts within the print and broadcast media to ensure access whenever needed.

Coordinates news clipping services to assess effectiveness of news coverage of organization events and happenings.

Sets up and manages a press room at national and regional meetings and conferences. Contacts local media outlets to cover the meeting sessions, also provides guests/speakers to be interviewed by media representatives.

Writes, edits, selects illustrations and coordinates layout and editorial production for a range of public relations materials and publications. Responsible for content, accuracy of presentation and style.

Keeps abreast of member and public opinion trends that impact on the organization and its constituency. Analyzes and interprets trends for management, and makes recommendations.

May work with local or national advertising agencies to develop promotion/ad campaigns to be used by local/regional/national media sources. Serves as liaison to coordinate the scheduling of the campaign and to provide an organizational presence.

Overall Position Data Highlights:			
Group Average:	49,392	% Orgs Paying Bonus:	33%
Group Median:	49,000	% Eligible Employees Receiving Bonus:	50%
Weighted Average:	49,392	Average Bonus:	500 (1.25%)

Job Number: **69**

Job Title: **Production Manager**

Responsible for planning and coordinating the production schedules for all regularly issued publications, and for special projects. Ensures balance in work flow for on-time publication production; conformity with quality standards and style, editorial space and budgetary parameters of each publication. Consults with editors, advertisers and/or printers as necessary on press form layouts, editorial space, and cost.

Assigns manuscripts for copy-editing; maintains production log on manuscripts from assignment through printing; oversees copy-editing, figure cropping, preparation for printer and proofreading of all manuscripts.

Prepares contents listing and assigns page numbers for each issue; solicits cover materials from authors or other sources; arranges for and checks color separations for cover and for other four-color materials if needed. Coordinates typesetting and performs or supervises layout for special sections. Maintains liaison with printers and authors regarding problems or queries during production. Proofs for grammatical and stylistic errors, while assessing the overall page makeup. Does pagination to make advertising and editorial pages fit into a predetermined number of pages.

Coordinates and approves artwork needed for special logos, and figure drawings, working directly with artists on such projects. May participate in redesign or change of format and design of publication sections.

Some positions may require the use of electronic/desktop publishing means to perform some of these functions.

Overall Position Data Highlights:			
Group Average:	48,000	% Orgs Paying Bonus:	-
Group Median:	48,000	% Eligible Employees Receiving Bonus:	-
Weighted Average:	48,000	Average Bonus:	-

Job Number: **70**

Job Title: **Staff Artist**

Provides artistic and graphic services to the organization's publications program.

On occasion artwork may be provided to assist other units in completing printing projects.

Artwork typically includes sketches, graphs, structural diagrams and other illustrative materials for news and feature articles, magazine and book covers. This individual is typically experienced in one or more design software programs. Responsible for producing artwork in conformity with design and mechanical standards, and with the style of the publication.

May prepare design to artwork in accord with specifications. Creates finished design from rough or detailed sketches for magazine and book covers, promotional ads, news and feature articles. Prepares drawings and determines the use of space in relation to the various parts and overall layout of the publications. Reads editorial material to enhance concept in illustrations of subject matter. As assigned, assists in page layout preparations.

Prepares, trims, and arranges artwork to fit space position, and determines the use of space to present a balanced spread of text and art work. Reviews editorial content to enhance concept in illustrations of subject matter.

Consults with editors on illustrations, as necessary. Assists staff on production requests, generally defining technical requirements, and suggesting approaches to fulfilling specific requests.

Overall Position Data Highlights:			
Group Average:	51,135	% Orgs Paying Bonus:	-
Group Median:	51,135	% Eligible Employees Receiving Bonus:	-
Weighted Average:	51,135	Average Bonus:	-

Job Number: **161**

Job Title: **Vice President, Communications**

Chief functional officer responsible for articulating the organization's positions on issues and programs to the membership and various audiences. Activities normally included under this function are: public relations, media relations, advertising, informational newsletters and similar publications, speech writing and community affairs.

Overall Position Data Highlights:			
Group Average:	84,246	% Orgs Paying Bonus:	50%
Group Median:	83,500	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	84,246	Average Bonus:	18,575 (16.10%)

Job Number: **158**

Job Title: **Web & Social Media Director**

Manages the functionality and content of the website and social media sites to engage, build and improve relationships with internal and external stakeholders. Writes or creates content. Produces and aligns website management strategies and social media strategies with broader marketing and communications strategies. Manages all internal and external updates and requests for the website and social media sites.

Harnesses social media such as Twitter, Facebook, and YouTube to further the organization's goals. Responsibilities may include direction of social media programs, development of communication strategies across product and service lines, identification of revenue opportunities, customer relations, reputation management, and investor relations.

Overall Position Data Highlights:			
Group Average:	43,284	% Orgs Paying Bonus:	40%
Group Median:	45,760	% Eligible Employees Receiving Bonus:	50%
Weighted Average:	42,180	Average Bonus:	450 (0.98%)

Job Number: **51**

Job Title: **Benefits Specialist**

Responsible for the efficient administration of the organization's employee benefits program, which includes: basic and major health care insurance, dental insurance and vision insurance, prescription drugs; life insurance with AD&D, long- and short-term disability; pension, thrift, 403(b) and IRA plans; along with unemployment and workers' compensation plans.

Usually serves as group treasurer for the various plans, administering, enrolling and deleting employees and initiating payroll deductions. Reviews and processes, and approves for payment all plan invoices.

Participates in meetings with insurance carriers, consultants and actuaries in developing benefit plan provisions. Oversees the effective communication of benefits and related information to the staff; counseling employees on benefits; establishing and maintaining plan records.

Additionally, prepares and distributes individual plan information memos and brochures as plans are revised; and serves as principal liaison with carrier representatives on claims, premium rate changes and exploring additional coverages. Some organizations may require the person to process claims for medical benefits including distributing checks to employees.

Participates in orientation sessions by briefing new employees on their various benefits, responding to inquiries, providing benefit plan materials and information, and seeing that all plan information documents are completed.

Prepares periodic reports to federal and state governments and regulatory agencies as required, including state industrial commissions, state employment commissions and Department of Labor (ERISA, OSHA). Provides insurance carriers and others with plan census data, cost analyses and statistical abstracts, as requested.

May monitor new legislation that affects the benefits program and where appropriate recommends plan changes to conform to the legislative initiatives.

In some cases, may be responsible for administering the organization's leave program consisting of annual, sick and other leave categories by maintaining accurate leave records and balances for each employee, responding to inquiries and interpreting policy.

Overall Position Data Highlights:			
Group Average:	53,000	% Orgs Paying Bonus:	100%
Group Median:	53,000	% Eligible Employees Receiving Bonus:	0%
Weighted Average:	53,000	Average Bonus:	-

Job Number: **112**

Job Title: **Director, Human Resources**

Where applicable, persons in this position report to the Vice President of Human Resources. At smaller organizations, this position may be the principal or chief human resources position.

Manages the employment process, which entails the recruitment, selection and placement of all support and some professional employees. Activities include placing advertisements in newspapers; dealing with employment agencies; skills testing of applicants; interviewing; salary negotiations; reference checking; and orientation of new employees. May recruit for mid-level professionals and managers working closely with department heads to make effective selections and placements.

Regularly monitors personnel policies, procedures and practices to ensure that they meet affirmative action principles in both intent and spirit. Exercises initiative to seek out and identify qualified protected-class candidates for job vacancies through in-house selection procedures and outside sources.

Counsels staff and management on a variety of personnel-related matters including: sensitive issues, job reclassification, terminations, personality conflicts, potential charges of discrimination, and policy interpretation.

Manages the salary and performance appraisal programs for the staff by developing salary ranges; determining starting salaries; establishing guidelines for promotional increases; and monitoring performance appraisals to see that they conform to prescribed guidelines for merit increases. Conducts periodic salary surveys to determine general competitiveness, making recommendations based on survey findings.

Administers the employee benefits program which comprises: health and major medical plans, including an HMO; life insurance; long term disability; accidental death and dismemberment; travel accident retirement; workers' compensation and unemployment compensation. May serve as group treasurer for some plans.

Additionally, prepares and distributes individual plan information memos and brochures as plans are revised; and serves as principal liaison with carrier representatives on claims, premium rate changes and exploring additional coverages.

Develops records-management procedures that maintain, update and retrieve data in an accurate and expeditious manner. Uses departmental information to develop a variety of reports for management to meet government regulatory requirements, and own departmental needs.

Overall Position Data Highlights:			
Group Average:	82,954	% Orgs Paying Bonus:	33%
Group Median:	79,861	% Eligible Employees Receiving Bonus:	50%
Weighted Average:	82,954	Average Bonus:	450 (0.75%)

Job Number: 49

Job Title: *Human Resources Assistant*

Assists in the employment function for support level staff which entails recruiting through classified advertising and employment agencies, initial interviewing and skills testing of job applicants, assisting unit managers in making selections and extending job offers. May brief new employees on pay, leave and benefit plan procedures. Places temporary office help requests with firms providing such assistance.

Maintains the organization's personnel files and records consisting of individual employee personnel jackets, leave records, application and resume files, and benefit plan records, Establishes personnel records and documents whenever new employees are hired; files and retrieves materials; retires records of departed employees; and processes all personnel transaction forms.

May maintain staff leave records by recording leave usage indicated on periodic leave and time reports submitted by each office. Monitors leave usage to see that it conforms to policy. Calls discrepancies to employees' attention. Prepares regular leave summary reports showing current leave balances by category for each staff member. Additionally explains leave policy to staff as questions arise.

May prepare periodic benefit plan reports and inform insurance carriers of additions, deletions and changes to the various plan participant lists. Performs data entry incidental to the completion of all assignments.

Overall Position Data Highlights:			
Group Average:	37,313	% Orgs Paying Bonus:	33%
Group Median:	37,440	% Eligible Employees Receiving Bonus:	0%
Weighted Average:	41,735	Average Bonus:	-

Job Number: **53**

Job Title: **Manager, Human Resources**

Responsible for developing, implementing and managing the human resource/personnel efforts of the organization, including affirmative action and training programs.

Overall Position Data Highlights:			
Group Average:	55,404	% Orgs Paying Bonus:	33%
Group Median:	54,920	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	55,404	Average Bonus:	300 (0.51%)

Job Number: **170**

Job Title: **Vice President, Human Resources**

This is the principal or chief human resources position in the organization, except to the extent that such duties are managed by the COO or CAO. This position generally only exists at organizations having a large staff.

Manages the employment process which entails the recruitment, selection and placement of all support and some professional employees. Activities include placing advertisements in newspapers; dealing with employment agencies; skills testing of applicants; interviewing; salary negotiations; reference checking; and orientation of new employees. May recruit for mid-level professionals and managers working closely with department heads to make effective selections and placements.

Regularly monitors personnel policies, procedures and practices to ensure that they meet affirmative action principles in both intent and spirit. Exercises initiative to seek out and identify qualified protected-class candidates for job vacancies through in-house selection procedures and outside sources.

Counsels staff and management on a variety of personnel-related matters including; sensitive issues, job reclassification, terminations, personality conflicts, potential charges of discrimination, and policy interpretation.

Manages the salary and performance appraisal programs for the staff by developing salary ranges; determining starting salaries; establishing guidelines for promotional increases; and monitoring performance appraisals to see that they conform to prescribed guidelines for merit increases. Conducts periodic salary surveys to determine general competitiveness, making recommendations based on survey findings.

Administers the employee benefits program which comprises: health and major medical plans, including an HMO; life insurance; long term disability; accidental death and dismemberment; travel accident retirement; workers' compensation and unemployment compensation. May serve as group treasurer for some plans.

Additionally, prepares and distributes individual plan information memos and brochures as plans are revised; and serves as principal liaison with carrier representatives on claims, premium rate changes and exploring additional coverages.

Develops records- management procedures that maintain, update and retrieve data in an accurate and expeditious manner. Uses departmental information to develop a variety of reports for management, to meet government regulatory requirements, and own departmental needs.

Overall Position Data Highlights:			
Group Average:	103,877	% Orgs Paying Bonus:	50%
Group Median:	103,877	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	103,877	Average Bonus:	12,500 (12.55%)

Job Number: **136**

Job Title: **Case Manager (non-supervisory)**

Responsible for coordination of care for individuals and families requiring assistance from a social service agency. Conducts interviews and gathers physical, psychological, and social information to determine the client's needs. May counsel clients individually or in a family or group setting. Refers clients to appropriate community resources. Manages client support but does not supervise other workers. Typical Requirements: Bachelor's degree in social work or related field plus one to three years of related experience.

Overall Position Data Highlights:			
Total Employees:	94	MIN:	19,240
Group Average (Weighted & Trimmed):	45,107	1 st Quartile:	41,000
% Orgs Paying Bonus:	39%	Median:	45,000
% Eligible Employees Receiving Bonus:	92%	3 rd Quartile:	50,525
Average Bonus:	675 (1.28%)	MAX:	62,192

Weighted Average Salaries & Bonuses Paid By County

	Sarasota	Manatee	Charlotte
	45,995	44,419	-
	720 (1.33%)	-	-

Job Number: **132**

Job Title: **Certified Nurse's Aide**

Provides basic patient care under direction of supervisory nursing staff. Duties typically include personal care (feed, bathe, dress, groom, or move patients, or change linens). Typical Requirements: Certification required. Age 18 or older with High School Diploma or G.E.D., and Criminal and Child Abuse Clearance. A valid driver's license may or may not be required.

Overall Position Data Highlights:			
Group Average:	41,500	% Orgs Paying Bonus:	100%
Group Median:	41,500	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	41,500	Average Bonus:	400 (0.96%)

Job Number: **128**

Job Title: **Child Day Care Assistant**

Under supervision of a teacher, helps implement learning activities and programs. Provides nurture, care, and guidance to children, assists those with special needs and supervises play areas.

Overall Position Data Highlights:			
Group Average:	-	% Orgs Paying Bonus:	-
Group Median:	-	% Eligible Employees Receiving Bonus:	-
Weighted Average:	-	Average Bonus:	-

Job Number: **127**

Job Title: **Child Day Care Worker**

Plans and engages children in activities in a preschool, day care center, or other child development facility appropriate to promote social, physical, and intellectual growth including language, social, and motor skills. Typical Requirements: Bachelor's degree in early childhood education or related experience other than in preschool or child care setting.

Overall Position Data Highlights:			
Group Average:	-	% Orgs Paying Bonus:	-
Group Median:	-	% Eligible Employees Receiving Bonus:	-
Weighted Average:	-	Average Bonus:	-

Job Number: **137**

Job Title: **Cook**

Plans, directs and supervises the activities of kitchen staff. May also personally perform food preparation and cooking activities. Implements correct procedures for food receiving and storage, food handling, preparation and distribution, kitchen sanitation and safety, and equipment operation and cleaning. Schedules production of food according to approved procedures and portion control methods. Assures that food will not be prepared too far in advance and that the meal schedules will be met.

Overall Position Data Highlights:			
Group Average:	46,153	% Orgs Paying Bonus:	-
Group Median:	46,153	% Eligible Employees Receiving Bonus:	-
Weighted Average:	46,153	Average Bonus:	-

Job Number: **133**

Job Title: **Counselor**

Assists clients individually or in a group setting with personal, educational, or vocational development. Identifies and helps clients address personal and/or emotional challenges such as substance abuse, family issues, and educational and/or career problems. Typical Requirements: Bachelor's degree or equivalent in human services or a related discipline plus three to five years of related experience, or Master's degree in counseling plus one to three years of related experience.

Overall Position Data Highlights:			
Group Average:	54,532	% Orgs Paying Bonus:	43%
Group Median:	53,000	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	55,423	Average Bonus:	517 (0.89%)

Job Number: **131**

Job Title: **Direct Care Worker**

Provides personalized care and companionship for consumers in a variety of settings, including community homes, family homes, and generic community settings, with focus on instruction, guidance, and mentoring to promote the health, safety and contentment of the individuals served. Note: this position is supervised by a manager. Typical Requirements: Certification required. Age 18 or older with High School Diploma or G.E.D., and Criminal and Child Abuse Clearance. A valid driver's license may or may not be required.

Overall Position Data Highlights:			
Group Average:	26,893	% Orgs Paying Bonus:	29%
Group Median:	33,280	% Eligible Employees Receiving Bonus:	74%
Weighted Average:	30,460	Average Bonus:	750 (3.92%)

Job Number: **135**

Job Title: **Social Worker – Bachelor's Level**

Helps counsel and provide resources to clients to address educational, social, behavioral, medical, or other issues. Interviews clients to assess social and emotional capabilities. Consults with other professionals and families to determine causes of problems and identify courses of action for the client to pursue. Refers clients to other community resources when needed. Typical Requirements: Bachelor's degree in social work and license plus one to three years of related experience.

Overall Position Data Highlights:			
Group Average:	42,940	% Orgs Paying Bonus:	-
Group Median:	42,940	% Eligible Employees Receiving Bonus:	-
Weighted Average:	42,940	Average Bonus:	-

Job Number: **134**

Job Title: **Social Worker – Master's Level**

Counsels clients and helps them address educational, social, behavioral, medical, or other issues. Works with clients to identify causes and possible solutions, and helps them pursue the best course of action. Conducts assessments, maintain case notes, and refers clients to other community resources when needed. Typical Requirements: Master's degree in social work and license plus three to five years of related experience.

Overall Position Data Highlights:			
Group Average:	56,248	% Orgs Paying Bonus:	25%
Group Median:	47,000	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	50,777	Average Bonus:	100 (0.22%)

Job Number: **125**

Job Title: **Teacher (K-12)**

Develops and implements grade-appropriate curricula to meet the academic and other needs of children in a K-12 classroom setting. Ensures safety and health of students. Participates in development and implementation of IEPs for specific students, as needed. Assesses and documents students' progress. May participate in implementing therapeutic programs for students. May supervise teaching assistant(s). Typical Requirements: Bachelor's degree and State Teaching Certificate for assigned grade level.

Overall Position Data Highlights:			
Group Average:	17,600	% Orgs Paying Bonus:	-
Group Median:	16,000	% Eligible Employees Receiving Bonus:	-
Weighted Average:	17,600	Average Bonus:	-

Job Number: **126**

Job Title: **Teaching Assistant (K-12)**

Assists the teacher in implementing educational plans and curricula in a classroom with special emphasis on maintenance of discipline and one-on-one tutoring. Reviews lesson plans with teacher to contribute information and ideas as appropriate. Supervises and works with students in small group learning situations. Implements behavior management techniques. Corrects/grades completed work.

Overall Position Data Highlights:			
Group Average:	34,680	% Orgs Paying Bonus:	-
Group Median:	34,000	% Eligible Employees Receiving Bonus:	-
Weighted Average:	34,052	Average Bonus:	-

Job Number: **129**

Job Title: **Trainer (Adult Education)**

Determines the needs of adult clients and develops/implements appropriate curricula to meet those needs. Conducts educational sessions with adult clients to improve skills and functioning. Responsible for providing classroom and/or on-the-job instruction. May provide on-the-job training to clients transitioning to employment.

Overall Position Data Highlights:			
Group Average:	48,777	% Orgs Paying Bonus:	33%
Group Median:	43,532	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	44,281	Average Bonus:	5,000 (11.68%)

Job Number: **23**

Job Title: **Data Entry Operator**

Data entry operator for regular organization data capture processes. Data entry procedures are prescribed and dictated by the nature of the transaction.

Transactions may include a variety of member, subscriber and accounting data from a number of data sources. Keeps daily record of work batches completed by transaction category.

Overall Position Data Highlights:			
Group Average:	32,072	% Orgs Paying Bonus:	-
Group Median:	32,072	% Eligible Employees Receiving Bonus:	-
Weighted Average:	32,072	Average Bonus:	-

Job Number: **62**

Job Title: **Desktop Publishing Specialist**

This position uses electronic means to facilitate the design, layout and formatting of a variety of organization publications. The position can be housed in a number of different departments, i.e., publications, communications or printing units.

Works with various staff units to provide assistance in layout, composition and format for a number of different printed materials and publications through electronic means and specialized computer software packages. The variety includes: brochures, leaflets, pamphlets, newsletters, bulletins, reports and special studies. In some cases may work on several publications (journals and magazines) of some length.

Based on the project and guidelines offered by the originating department, picks an appropriate layout format, design, headings and highlighting features along with type that will best enhance each publication.

Since many of the projects are different and may occur just once, works closely with each unit to create the appropriate image sought. Based on experience makes suggestions of how to modify projects to achieve desired effect. May use special design software to accomplish task.

Once a project is completed, forwards text electronically to printer(s); or has diskettes and tapes delivered by courier services. Maintains files of all projects worked on including photos, artwork, illustrations and text. Also maintains library of software programs, calls vendor/supplies service to make adjustments and repairs to equipment; maintains records by department usage for billback purposes.

Overall Position Data Highlights:			
Group Average:	32,000	% Orgs Paying Bonus:	-
Group Median:	32,000	% Eligible Employees Receiving Bonus:	-
Weighted Average:	32,000	Average Bonus:	-

Job Number: **111**

Job Title: **Director, Information Technology**

Second to the Chief Information Officer, this is the highest IT-related position in the organization. If there is no CIO at the organization, the person in this position is the lead of the organization's IT department.

Generally, this position is responsible for the overall planning, organizing, and execution of all IT functions at the organization. This includes directing IT operations to meet customer requirements as well as the support and maintenance of existing applications and development of new technical solutions. May be given ownership of certain program areas which require special attention.

Overall Position Data Highlights:			
Group Average:	93,535	% Orgs Paying Bonus:	20%
Group Median:	93,000	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	93,535	Average Bonus:	10,000 (7.16%)

Job Number: **99**

Job Title: **Help Desk Specialist**

Provides front line technical assistance by diagnosing and troubleshooting hardware and software problems. Responsible for documenting all user requests or inquiries for support. Researches internal and external knowledge-base resources to provide problem resolution or communication to minimize troubleshooting time. Responsible for following up, ensuring customer satisfaction, after issues are resolved. Maintains Help Desk databases by: updating the user database; building and updating knowledge base; creating reports; and collecting and tracking asset inventory. Responsible for building necessary database schemas to facilitate reporting needs.

Provides orientation for new users on the help desk system and on organization policies and procedures. Coordinates equipment rentals and facilitate setup for end-user department training sessions. Recommends appropriate training for staff to maintain user efficiency when working with business automation tools.

Schedules usage and tracks in-house loaner equipment. Follows up on outstanding equipment ensuring safe return.

Maintains record management system including: maintenance contracts, vendor agreements and computer related literature. Maintains the software library, which includes tracking licensing agreements. Conducts periodic system and software audits in support of record management.

Provides user community notifications regarding system maintenance, virus alerts, and related information technology issues.

Performs installation and upgrades to standard software applications. Aids in the roll-out of hardware and peripheral installations.

Overall Position Data Highlights:			
Group Average:	39,914	% Orgs Paying Bonus:	-
Group Median:	38,909	% Eligible Employees Receiving Bonus:	-
Weighted Average:	39,914	Average Bonus:	-

Job Number: **90**

Job Title: **Manager, Computer Operations**

Responsible for ensuring the security, efficiency and continuous functioning of an organization's primary server(s). Recommends and implements changes in configuration and type of hardware/software and related equipment. May manage process of moving to or otherwise sustaining organization's cloud computing network. Reviews all invoices for purchases of computer equipment and approves for payment.

Manages the scheduling, production, quality control and distribution of output for all computer processing requests.

Coordinates the activities of one or more technical projects teams. Researches, advises, and recommends on selection and use of computers and office-automation technology throughout the organization.

Maintains relevant and accurate production records and reports, including reports on membership, special program requests, accounting and equipment utilization.

Responsible for developing and maintaining the security systems of the organization's computer network and advising on security for all systems in the organization. Responsible for controlling the inventory of data processing supplies and materials.

Overall Position Data Highlights:			
Group Average:	65,000	% Orgs Paying Bonus:	100%
Group Median:	65,000	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	65,000	Average Bonus:	5,000 (7.69%)

Job Number: **91**

Job Title: **Manager, Computer Systems**

Responsible for the effective administration of a number of programmers, programmer analysts and system analysts. Each subordinate may be responsible for a number of installed programs, operating systems services and/or content management systems.

In addition to management requirements, may also function as project manager on new development projects. Additionally, trains analysts in systems and design concepts.

Manages staff workload, assignments and project scheduling. Monitors established completion schedules, supervises system installation and end-user training and resolves conflicts. Assures use of quality technical and programming standards in the implementation and maintenance of operational systems.

Serves as an internal consultant, by analyzing the environment and defining the appropriate processes required to manage the function. Evaluates new programming languages and software tools for future applications.

Overall Position Data Highlights:			
Group Average:	56,500	% Orgs Paying Bonus:	-
Group Median:	56,500	% Eligible Employees Receiving Bonus:	-
Weighted Average:	56,500	Average Bonus:	-

Job Number: **98**

Job Title: **Manager, Database Administration**

This position is responsible for maintaining the organization's data capture, structure, storage, improvement, and reporting functions. The information contained in the database can span a wide variety of demographic statistical data on numerous subjects, topics and issues.

In some instances the database may interface with other databases to complete tasks. These databases can be located (1) in other locations and (2) in other regions of the country or be international.

Manages the daily operations of the organization's database, which can include interactive and batch processes. Develops and maintains supplementary database systems which support operational requirements.

Maintains technical documentation including data file structures, schema system requirements process flows, operating procedures and management guidelines.

Schedules, coordinates and performs file, record, and field maintenance using available database management tools; monitors database integrity and documents maintenance procedures and activities.

Coordinates and performs batch processing to input, change, or extract data, purge databases, and conduct global updates; maintains appropriate documentation.

Manages report production from various databases to meet management and functional requirements to include scheduling, report formatting and printing; provides assistance to the staff in design and execution of ad hoc reports.

Provides assistance to satellite locations databases regarding output or performance.

Recommends improvements to existing database applications; acts as liaison with software vendors for approved functional improvements by providing program specifications, monitoring contractor performance, testing deliverables; assisting with contract review and renewal.

Takes responsibility for the security of the integrated database, including but not limited to: backup and restoration of data and programs; maintenance of user access, passwords, file and directory maintenance, and executing special backups for long-term retention. Establishes automatic recurring system events, reorganizes the directory structure, loads of software updates, and performs other activities which enhance the functionality of the system.

Participates in new system development activities and assists with testing and implementation.

Overall Position Data Highlights:			
Group Average:	53,100	% Orgs Paying Bonus:	25%
Group Median:	53,000	% Eligible Employees Receiving Bonus:	0%
Weighted Average:	53,100	Average Bonus:	-

Job Number: **25**

Job Title: **Supervisor, Database Administration**

Supervises work flow of data entry process(es) for an organization. Trains data entry operators as necessary to the operations of the administrative support systems and in the organization's content management system(s). May participate in selecting operators for the various units.

Participates with user departments in defining and developing special requirements, projects and specifications for efficient processing of information.

Reviews data entry activity for accuracy, researches and re-enters corrected information or advises appropriate department personnel of corrective action to be taken. Ensures timely correction of errors, correct use of data transactions, codes, and completion of tasks.

Maintains receipt control log of computer access words and their authorized release, as developed and implemented. Maintains work control and operations logs and assigns work according to priority and workload. May be asked to produce systemic and/or ad hoc reports from the database.

Supervises work flow of data entry process(es) for an organization. Trains data entry operators as necessary to the operations of the administrative support systems and in the organization's content management system(s). May participate in selecting operators for the various units.

Participates with user departments in defining and developing special requirements, projects and specifications for efficient processing of information.

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Maintains receipt control log of computer access words and their authorized release, as developed and implemented. Maintains work control and operations logs and assigns work according to priority and workload. May be asked to produce systemic and/or ad hoc reports from the database.

Overall Position Data Highlights:			
Group Average:	35,000	% Orgs Paying Bonus:	-
Group Median:	35,000	% Eligible Employees Receiving Bonus:	-
Weighted Average:	35,000	Average Bonus:	-

Job Number: **88**

Job Title: **Systems Analyst**

Often serves as a translator and interpreter between the end user and data processing personnel. Must understand and interpret the user's requirements in order to design a system that will accomplish the intended purpose, while at the same time translating the process for the programmers/analysts so they can develop the necessary programming techniques.

Works with user departments to advise and explore the feasibility of designing automated data systems to accommodate various program area needs, or to further improve/expand existing systems for greater information retrieval. Develops detailed plans indicating system design - establishes milestones, developmental cost (both hardware and manpower), annual projection cost and completion dates.

In designing a system, develops approaches which include the most efficient way to design the system based on the latest technology in the field; the software capability/limitations; how the application can be integrated in other existing systems where possible, and make recommendations accordingly; and provide the ability to accommodate future expansion with minimal modification.

Writes programming specifications outlining the many bases that the program must consider. Accompanying the specifications will be all file (inputs, outputs and work files) formats with detailed definitions of all data elements. Also included will be systems flow, depicting the total system and the program system and the program by program relationship with the associates hardware components.

Interfaces with the programming staff to make them aware of the progress and current thinking on the project. This affords the opportunity to exchange ideas, verify assumptions and check on the feasibility of the design.

In considering new systems or changes to existing systems, ensures that program specifications are maintained in an up-to-date state and that departmental standards are adhered to. Is expected to maintain and make recommendations for changes and updates to departmental standards. Maintain the systems schedule of current and future projects.

Often serves as a translator and interpreter between the end user and data processing personnel. Must understand and interpret the user's requirements in order to design a system that will accomplish the intended purpose, while at the same time translating the process for the programmers/analysts so they can develop the necessary programming techniques.

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Interfaces with the programming staff to make them aware of the progress and current thinking on the project. This affords the opportunity to exchange ideas, verify assumptions and check on the feasibility of the design.

In considering new systems or changes to existing systems, ensures that program specifications are maintained in an up-to-date state and that departmental standards are adhered to. Is expected to maintain and make recommendations for changes and updates to departmental standards. Maintain the systems schedule of current and future projects.

Overall Position Data Highlights:			
Group Average:	49,913	% Orgs Paying Bonus:	-
Group Median:	49,913	% Eligible Employees Receiving Bonus:	-
Weighted Average:	50,275	Average Bonus:	-

Job Number: **92**

Job Title: **Web Developer/Network Specialist**

Responsible for designing and/or managing an organization's internet properties. Works closely with others to design and format the organization's home page. This includes strategies on how to best project the organization's image, mission and objectives to a variety of audiences. Additionally interacts with user departments in the design and display of their individual websites. Makes revisions and updates to their websites as requested.

This individual can be involved in, or be the primary person, in planning, installing and implementing network configurations appropriate to the organization, as well as coordinating the installation of the firewall, modem pool equipment and software.

May be responsible for seeing that security measures are followed; that passwords are properly registered and other access procedures followed. Produces regular reports that indicate usage department. Interfaces with server groups, suppliers and vendors to obtain the best service/product from these organizations. Keeps current with and seeks out new advances in technology that can be incorporated into the organization's network. Wherever possible attends presentations and/or tests new equipment and software before recommending purchasing these items.

Overall Position Data Highlights:			
Group Average:	49,920	% Orgs Paying Bonus:	-
Group Median:	49,920	% Eligible Employees Receiving Bonus:	-
Weighted Average:	49,920	Average Bonus:	-

Job Number: **56**

Job Title: **Librarian**

Responsible for managing the activities of a special library/information center containing at least several thousand volumes, periodicals, reference texts, and special collections, along with micro forms and computer capability in some cases.

Spends a portion of the time conducting literature searches for the staff, members and the public. Some requests involve current issues or evolving trends, which require seeking out different source areas/facilities to locate and obtain the information. Peruses material and earmarks those sections that may apply. On occasion visits other facilities to review reference materials to determine applicability.

Makes acquisitions for the collection based on identified needs, inquiry patterns, and as requested. Purchases general reference works and recommends that offices acquire technical volumes. Scans new publication announcements and calls attention to text material.

Performs all original classification and cataloging of new acquisitions. Modifies catalog system and description if it differs from the way the organization classifies similar material.

Related services include assisting staff in searching material reduced to microfilm/fiche form; computer processing of databases; inter-office routing of publications; processing subscription renewals; shelving and retrieving volumes/periodicals; and preparing new acquisitions for the collection.

Overall Position Data Highlights:			
Group Average:	-	% Orgs Paying Bonus:	-
Group Median:	-	% Eligible Employees Receiving Bonus:	-
Weighted Average:	-	Average Bonus:	-

Job Number: 77**Job Title: Staff Writer**

This position is most often found in the public relations unit of an organization but may be housed elsewhere.

Responsible for researching, writing, interpreting and disseminating news and information about the organization, its programs and activities to the media, Congressional and government offices, and various publications; performs other general writing-editing assignments.

Writes and edits news releases, special articles for trade and daily press, issued-oriented booklets, research projects, and other literature as requested, such as speeches, action proposals, testimony and magazine articles.

Responsible for collecting and selecting potential newsworthy information from various sources. Assesses what areas and events might be publicized to receive maximum credit to the organization and its industry/members. Monitors newspapers, magazines, television, trade publications, newsletters and other source materials; maintains own source files of contacts and background materials.

Reviews news clippings received through clipping services to assess effectiveness of news services' publicity efforts. Assists in planning for news releases' distribution and other printed materials; assists in compiling and maintaining media contact lists. Assists in the operation of the press room and press conferences at meeting sites, generally providing information beneficial to media representatives and news coverage.

Overall Position Data Highlights:			
Group Average:	93,954	% Orgs Paying Bonus:	-
Group Median:	93,954	% Eligible Employees Receiving Bonus:	-
Weighted Average:	93,954	Average Bonus:	-

Job Number: **107**

Job Title: **Director, Convention/Meetings**

Responsible for all negotiating/scheduling of the organization's annual convention, various conferences and meetings, whether domestic or international, as well as all exhibit and exposition shows. Other responsibilities include on-site management of these meetings and may involve developing program content for some of these gatherings.

Overall Position Data Highlights:			
Group Average:	62,500	% Orgs Paying Bonus:	-
Group Median:	62,500	% Eligible Employees Receiving Bonus:	-
Weighted Average:	62,500	Average Bonus:	-

Job Number: 59

Job Title: *Manager, Exhibits*

The primary responsibility of this position is exhibit promotion and management. General meeting responsibilities are secondary.

Responsible for determining the exhibit's scope and budget; setting fees; developing a promotional campaign along with the required brochures and materials, and compiling appropriate mailing lists. Continuously promotes shows through additional mailings, magazine advertising, and personal contacts; secures exhibitors. Responsible for maintaining the various activities and projects on schedule.

Negotiates with hotel personnel and local decorating firms to design and lay out most desirable exhibit show area, as well as contracting with local decorator, drayage, security and other supplier groups to provide needed services.

Corresponds and counsels with exhibitors concerning their booths, products and services; responds to and generally facilitates exhibitor inquiries and needs. In this connection develops, prepares, reproduces and distributes exhibit area floor plans, worksheets, service kits, order forms and exhibitor agreements. Compiles and distributes exhibitor lists every few weeks to keep all parties apprised of progress.

On-site, incumbent may select, train and supervise a small group of temporaries or staff members to provide general assistance in the exhibit area. Oversees the setting up, operation and dismantling of the exhibit area. Serves as the organization's liaison to hotel staff, suppliers, exhibitors and members throughout the show. Resolves on-the-spot difficulties as they arise.

Prepares critique along with suggestions and recommendations on how to improve future exhibit shows; reviews and approves all bills and expenses incurred; prepares detailed financial report, and maintains exhibitor files, materials, records and statistics.

Overall Position Data Highlights:			
Group Average:	50,000	% Orgs Paying Bonus:	-
Group Median:	50,000	% Eligible Employees Receiving Bonus:	-
Weighted Average:	50,000	Average Bonus:	-

Job Number: **84B**

Job Title: **Development Associate**

Writes proposals for general and specific program support for corporations, foundations, government agencies, and individuals. Proposals can range from several pages requesting general support to lengthy documents that describe in detail the scope of the work to be performed and the organizations ability to carry out the project. Takes the lead in putting project/subject content in a format compatible with that of intended funders. Where necessary, researches the subject area and develops a project design. May work closely with other staff to accomplish final presentation.

Prepares periodic reports for funders outlining the progress made.

Overall Position Data Highlights:			
Group Average:	57,138	% Orgs Paying Bonus:	29%
Group Median:	55,000	% Eligible Employees Receiving Bonus:	89%
Weighted Average:	57,677	Average Bonus:	4,094 (7.06%)

Job Number: **113**

Job Title: **Director, Development/Fundraising**

If applicable, persons in this position report to the Vice President of Development/Fundraising.

Generally, this position is involved in the ongoing effort to identify and acquire additional funds for the organization on a continuing basis. Primarily committed to the solicitation of monies from governmental sources, private institutions and individuals in support of selective programs and projects that the organization is advocating, or sponsoring on a sustaining basis.

This position can also include the staging of various fundraising events such as cultural and entertainment gatherings, auctions, contests and festivals.

Overall Position Data Highlights:			
Total Employees:	14	MIN:	16,000
Group Average (Weighted & Trimmed):	79,992	1 st Quartile:	63,950
% Orgs Paying Bonus:	19%	Median:	70,500
% Eligible Employees Receiving Bonus:	100%	3 rd Quartile:	92,000
Average Bonus:	1,817 (2.79%)	MAX:	135,000

Weighted Average Salaries & Bonuses Paid By County

Sarasota	Manatee	Charlotte
91,731	57,676	-
-	-	-

Job Number: **105**

Job Title: **Director, Membership**

This position is responsible for promoting the organization actively to state and local affiliates/chapters and to potential member groups; for identifying and developing new programs/services that meet member needs; and for finding ways to improve existing programs and services.

Overall Position Data Highlights:			
Group Average:	58,000	% Orgs Paying Bonus:	-
Group Median:	58,000	% Eligible Employees Receiving Bonus:	-
Weighted Average:	58,000	Average Bonus:	-

Job Number: **140**

Job Title: **Grant Writer**

This position consists of outreach to existing relationships to foundations and grant-making organizations and identification and cultivation of new relationships. Specific responsibilities typically include completing grant proposals, maintaining grant database and records, filing reports and managing grant administration and logistics.

Overall Position Data Highlights:			
Group Average:	51,525	% Orgs Paying Bonus:	18%
Group Median:	53,269	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	52,296	Average Bonus:	1,250 (2.91%)

Job Number: **84A**

Job Title: **Manager, Development/Fundraising**

Responsible for implementing approved strategies for new business development, and existing annual campaign efforts, designed to obtain funds from individuals, foundations, corporations, and governments. Assists in creating policies and strategies for achieving required financial goals.

Works with staff to identify potential donors through research, contact with existing donors, and other sources of information. Solicits current donors and prospects through presentations. This may be done in conjunction with staff and board members.

Supervises the development and preparation of grant proposals, reports to funders, provides solicitation materials, and other correspondence and printed matter that may be necessary to carry out solicitations and cultivations. Responsible for implementing fundraising efforts targeted to individual contributors.

Responsible for prospect/donor identification, cultivation, visitations, conducting program, events, solicitation campaigns and the use of volunteer leaders: May recruit and train volunteers to network and solicit funds.

Develops and maintains procedures monitoring donations received and acknowledging donor and granting organization contributions. Prepares proposals, reports, letters, brochures and other written materials as needed and required by individual donors.

Some positions may require the individual to develop and manage such annual special events as ceremonial dinners, receptions, community and cultural outings. In such cases, coordinates the selection of honorees, guest invitations, seating, arrangements, menu selection, and entertainment. Additionally, oversees all logistical arrangements leading up to the event, as well as when the event has been concluded.

Overall Position Data Highlights:			
Group Average:	40,983	% Orgs Paying Bonus:	29%
Group Median:	50,000	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	40,983	Average Bonus:	1,500 (2.77%)

This is usually a composite position that encompasses certain secretarial, administrative, editorial/professional/technical functions.

The position is more apt to be found in offices with a few staff members where there is a need for a generalist approach to project/program administration. Some typical functions include:

Responding to inquiries dealing with substantive topics on unit programs including the composition and actual transcription of all necessary correspondence relating to such inquiries.

General coordination of unit conferences and seminars. This entails arrangements with hotel personnel regarding function and sleeping rooms, menu selections and supporting services; preparation and mailing of promotional and conference materials, and registering attendees; on-site supervision and assistance; and close-down activities.

Writing assignments can range from the assembly and summarization of information to the development/revision of various booklets, pamphlets and brochures that address themselves to unit programs and services. In some cases the individual may be responsible for writing/editing/formatting a newsletter that deals with unit programs.

A companion function can be to collaborate with the in-house graphics department or outside printers to have these materials printed and distributed. This includes formatting and layout, composition, paper selection and initial approvals on art and design work.

Participation in basic unit research efforts. This can include the development of questionnaires and surveys; and the subsequent collection assembly, tabulation and analysis of the data, as well as researching and drafting project findings.

In some situations this position may require the individual to monitor, and present information/reports on the status of various unit projects/programs, as well as providing information on project content, status and governing guidelines.

Overall Position Data Highlights:			
Group Average:	34,026	% Orgs Paying Bonus:	13%
Group Median:	31,500	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	34,697	Average Bonus:	500 (0.83%)

Job Number: **139**

Job Title: **Program Coordinator**

This is the coordinator level position in the program/development department of an organization. Responsibilities typically include prospect research, database management, gift recording and processing, accounting, special-events planning and oversight, and donor relations. This position may also be involved in the preparation of grant proposals and reports to grant-making institutions. May also interface with social media to advance development goals.

Overall Position Data Highlights:			
Total Employees:	31	MIN:	31,200
Group Average (Weighted & Trimmed):	47,272	1 st Quartile:	40,700
% Orgs Paying Bonus:	29%	Median:	45,000
% Eligible Employees Receiving Bonus:	50%	3 rd Quartile:	50,000
Average Bonus:	1,288 (2.73%)	MAX:	56,800

Weighted Average Salaries & Bonuses Paid By County

	Sarasota	Manatee	Charlotte
	42,937	49,096	52,457
	1,650 (3.48%)	-	-

Job Number: 95

Job Title: Program Director

This position and that of Program Manager are described in contextual terms to accommodate those positions that deal specifically with programs and projects peculiar to the organization for which there are no apparent comparable jobs in other groups.

Most organizations have one or more positions that fit this description. Although there may not be direct job matches with other groups, these positions have certain characteristics and functional patterns that make it possible to gather and use salary data for general reference purposes.

Positions at this level usually encompass a significant program or long-term project that has importance and some visibility to the organization's constituency or satisfies a major organizational need.

These programs can be research oriented, ongoing studies, development and monitoring of industry standards and specifications, compilation and publication of studies, or tracking and reporting on special issues and trends.

These individuals usually have a level of expertise in their area that allows them to serve as staff liaison to member committees, special commissions, project teams and task forces. They may also serve as members of such groups within their respective fields or industry and possibly advise/serve on federal government and public commission or study groups.

In most cases these positions require the individual to have a degree in the practicing field; and many times an advanced degree including the doctorate level. In a number of cases these individuals are viewed as being expert in their area and therefore serve as a key resource person. Their advice and counsel is often sought by the staff, organization constituency, government and the public.

Overall Position Data Highlights:			
Total Employees:	45	MIN:	16,000
Group Average (Weighted & Trimmed):	57,606	1 st Quartile:	42,750
% Orgs Paying Bonus:	36%	Median:	60,000
% Eligible Employees Receiving Bonus:	73%	3 rd Quartile:	70,000
Average Bonus:	1,697 (3.41%)	MAX:	110,000

Weighted Average Salaries & Bonuses Paid By County

	Sarasota	Manatee	Charlotte
	59,418	57,901	41,333
	1,110 (2.29%)	-	1,400 (3.33%)

Job Number: **96**

Job Title: **Program Manager**

These positions may report to a Program Director, or may stand alone within the organization. The scope of the work performed is normally narrower. The individual may be involved in overseeing the operational aspects of a special program area; managing several aspects of a program area; or heading up a project of limited duration or scope.

Participation in committees and the like is more restrictive, as is the role of serving as a resource person, as well as advisor and counselor in the field.

The educational attainment level may be and often is the same as that for Program Director.

Overall Position Data Highlights:			
Total Employees:	30	MIN:	22,000
Group Average (Weighted & Trimmed):	48,959	1 st Quartile:	32,663
% Orgs Paying Bonus:	17%	Median:	49,000
% Eligible Employees Receiving Bonus:	67%	3 rd Quartile:	53,000
Average Bonus:	2,725 (6.28%)	MAX:	72,000

Weighted Average Salaries & Bonuses Paid By County

	Sarasota	Manatee	Charlotte
	48,334	54,244	25,208
	2,725 (6.28%)	-	-

Job Number: **171**

Job Title: **Vice President, Development/Fundraising**

This is the principal or chief development/fundraising position at the organization.

Develops and directs an ongoing effort to identify and acquire additional funds for the organization on a continuing basis. Primarily committed to the solicitation of monies from governmental sources, private institutions and individuals in support of selective programs and projects that the organization is advocating, or sponsoring on a sustaining basis.

This position can also include the staging of various fundraising events such as cultural and entertainment gatherings, auctions, contests and festivals.

Overall Position Data Highlights:			
Group Average:	81,853	% Orgs Paying Bonus:	50%
Group Median:	86,500	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	81,853	Average Bonus:	28,483 (24.85%)

Job Number: **138**

Job Title: **Volunteer Coordinator**

Supervisory role for volunteers at an organization. Schedules volunteers and provides direction, coordination, and consultation for all volunteer functions within the organization. Job responsibilities may include responding to inquiries about volunteer opportunities, scheduling of volunteers for organization programs, maintenance of volunteer files, and assisting the Development Department with special events.

Overall Position Data Highlights:			
Total Employees:	21	MIN:	27,000
Group Average (Weighted & Trimmed):	40,068	1 st Quartile:	33,620
% Orgs Paying Bonus:	23%	Median:	37,440
% Eligible Employees Receiving Bonus:	67%	3 rd Quartile:	45,432
Average Bonus:	1,750 (4.84%)	MAX:	48,000

Weighted Average Salaries & Bonuses Paid By County

Sarasota	Manatee	Charlotte
43,225	41,566	28,310
-	-	-

Job Number: **110**

Job Title: **Director, Education**

Responsible for designing, developing and implementing a variety of educational programs that will meet member needs for continuing education experiences, professional development and accreditation; as well as developing the curriculum content and materials for these programs.

Overall Position Data Highlights:			
Group Average:	49,075	% Orgs Paying Bonus:	33%
Group Median:	45,000	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	49,075	Average Bonus:	6,667 (9.50%)

Job Number: **57**

Job Title: **Manager, Education**

Responsible for developing, implementing and managing educational programs and conferences to enhance the professional development of members.

Assists in identifying conference and workshop faculty and speakers; and working with them to develop and reproduce course materials and format presentations. This entails seeking outside reviewers for course drafts, editing final copy, printing materials, or having them reproduced as cassettes at sound studios; slide preparation at photographic studios; and packaging and shipping materials on-site. Occasionally field tests materials with selected reviewers/audiences before full scale release is authorized.

Manages the presentation of regional conferences/seminars/workshops at various sites. May personally make all meeting arrangements or work with the meetings planning unit to secure necessary facilities. This includes obtaining the appropriate property, securing sleeping and meeting rooms, meal and beverage selections, audio-visual equipment, developing publicity materials, registration procedures, on-site management and close-out activities.

Critiques materials used and presentation against established criteria for levels of effectiveness. Submits recommendations.

Overall Position Data Highlights:			
Group Average:	48,838	% Orgs Paying Bonus:	-
Group Median:	48,838	% Eligible Employees Receiving Bonus:	-
Weighted Average:	48,838	Average Bonus:	-

Job Number: **80**

Job Title: **Research Assistant**

Performs a number of basic research functions and activities that facilitate the research effort of staff researchers who conduct studies on a wide variety of subjects, issues, and special projects.

Conducts a number of specific statistical analyses on one or more segments of a research project(s). Uses a variety of standard and customized statistical software packages to accomplish these tasks, which include: data entry and extraction, data conversion, manipulation, retrieval, editing, documentation, and formatting charts, graphic displays and tables. May access a number of identified databases to compile and assemble data and information in order to complete assignments.

Conducts literature searches in various national/international publications to identify articles and other information that can provide pertinent data in support of research projects. Incorporates such information into project's bibliographic and reference files. In some instances this may require translating such items into a more understandable format and presentation.

Documents and establishes files on all statistical analyses performed indicating methodology, variations in manipulation of data and resource materials used for future referencing and in support of results obtained. Periodically, may be asked to assist in preparing and formatting various survey instruments and materials, and data entry programs to accept specified information.

May also be asked to prepare summaries of selected articles and reports pertaining to a project as identified through literature searches.

Overall Position Data Highlights:			
Group Average:	65,000	% Orgs Paying Bonus:	-
Group Median:	65,000	% Eligible Employees Receiving Bonus:	-
Weighted Average:	65,000	Average Bonus:	-

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