COMMUNITY FOUNDATION of Sarasota County

2025 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

Published by
Association TRENDS

Association TRENDS,
a division of Columbia Books, Inc.
Publishers
Arlington, VA

Managing Editor: Max Kratcoski
Editorial Director: Vish Bhotla

Third Edition - 2025

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Columbia Books, Inc., *Publisher*
1530 Wilson Boulevard, Suite 400
Arlington, VA 22209
Editorial Office: (202) 464-1662
Toll free Customer Service: (888) 265-0600
Email: info@columbiabooks.com
www.associationtrends.com, www.association-insight.com, www.columbiabooks.com

COMMUNITY FOUNDATION of Sarasota County

To our Nonprofit Partners,

The Community Foundation of Sarasota County is proud to bring you the 2025 Nonprofit Compensation and Benefits Report. This report analyzes the survey responses of 95 organization across Sarasota, Manatee, and Charlotte counties and helps create benchmarks for many positions within 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 extend special thanks to the organizations and individuals who took the time to complete the survey. The information provided is valuable data that can be used as a benchmarking reference tool for nonprofit leaders throughout our region.

This report is one way our Community Foundation demonstrates our commitment to strengthening our nonprofit partners that improve the lives of so many throughout the region. We have been tracking nonprofit compensation with community-wide assessments since 2006 and applied the results to inform trainings, guide consultants, and to provide a greater understanding of the complexities of the nonprofit sector to the broader community. In sharing data from this report, as well as our public nonprofit database, The Giving Partner, along with our Community Indicators Dashboard, we aim to provide a transparent view into a vitally important industry where sound management practices are literally changing lives.

This report is offered at no cost to all nonprofits, their boards, and other interested parties. Please share this report with your colleagues and peers and let us know how it assisted your work or operations. We hope you find this resource credible, useful, and informative.

Thank you for the important work you do to support all who call our region home.

With appreciation,

Community Foundation of Sarasota County

Community Foundation of Sarasota County
2635 Fruitville Road | Sarasota, FL 34237 | 941.955.3000 | CFSarasota.org

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Overview of The Compensation Report

The 2025 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 March - May 2025. 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.

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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 March of 2025, an email was sent to "key contacts" from each of the nonprofits within the Community Foundation of Sarasota County's online directory, TheGivingPartner.org. In the subsequent weeks, email reminders were sent out to all organizations that have not completed the survey.

2. During the spring of 2025, 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 May 1st, 2025.

Sample Size, Response Rate, and Confidence Interval:

Of the 1629 invitations to participate sent out, 111 were completed for an overall completion rate of 6.82%. This is consistent with a margin of error of 8.98% 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 111 survey respondents, we can be 95% confident that figures are within +/- 8.98 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.

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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 2024-2025 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]

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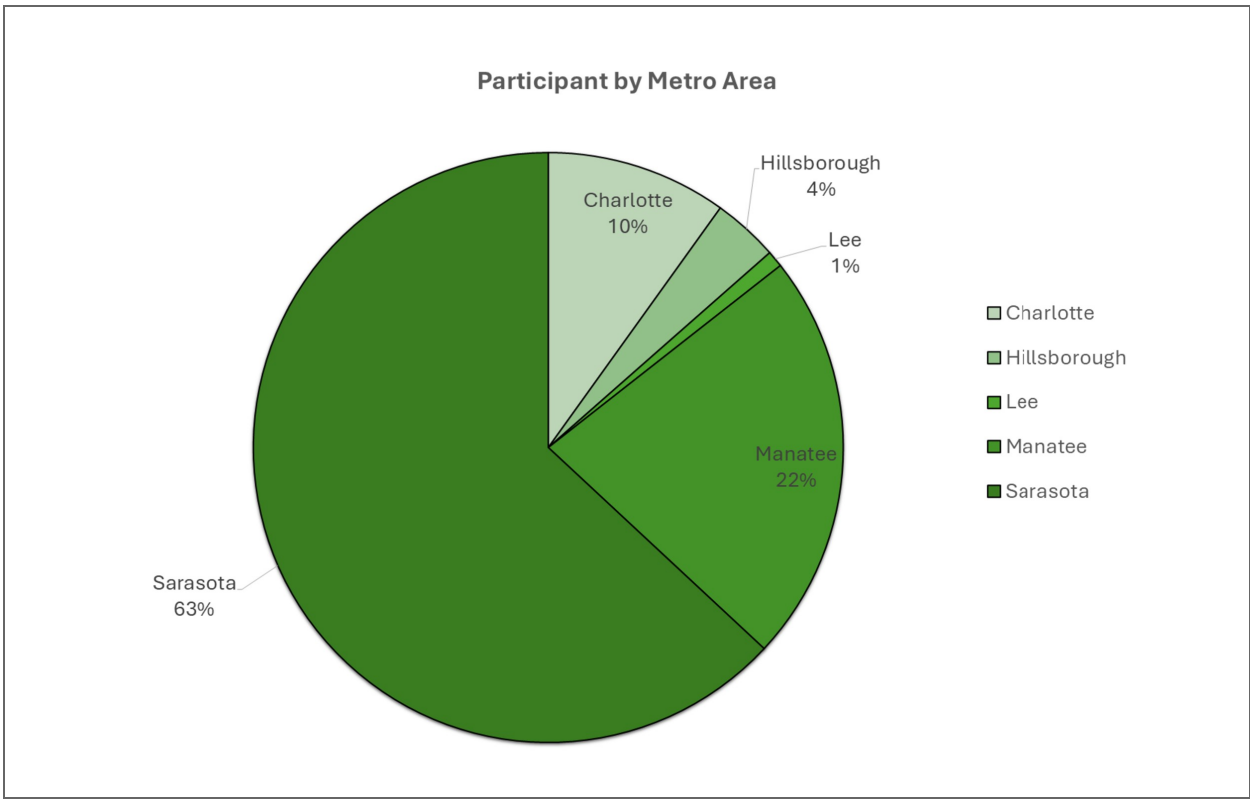
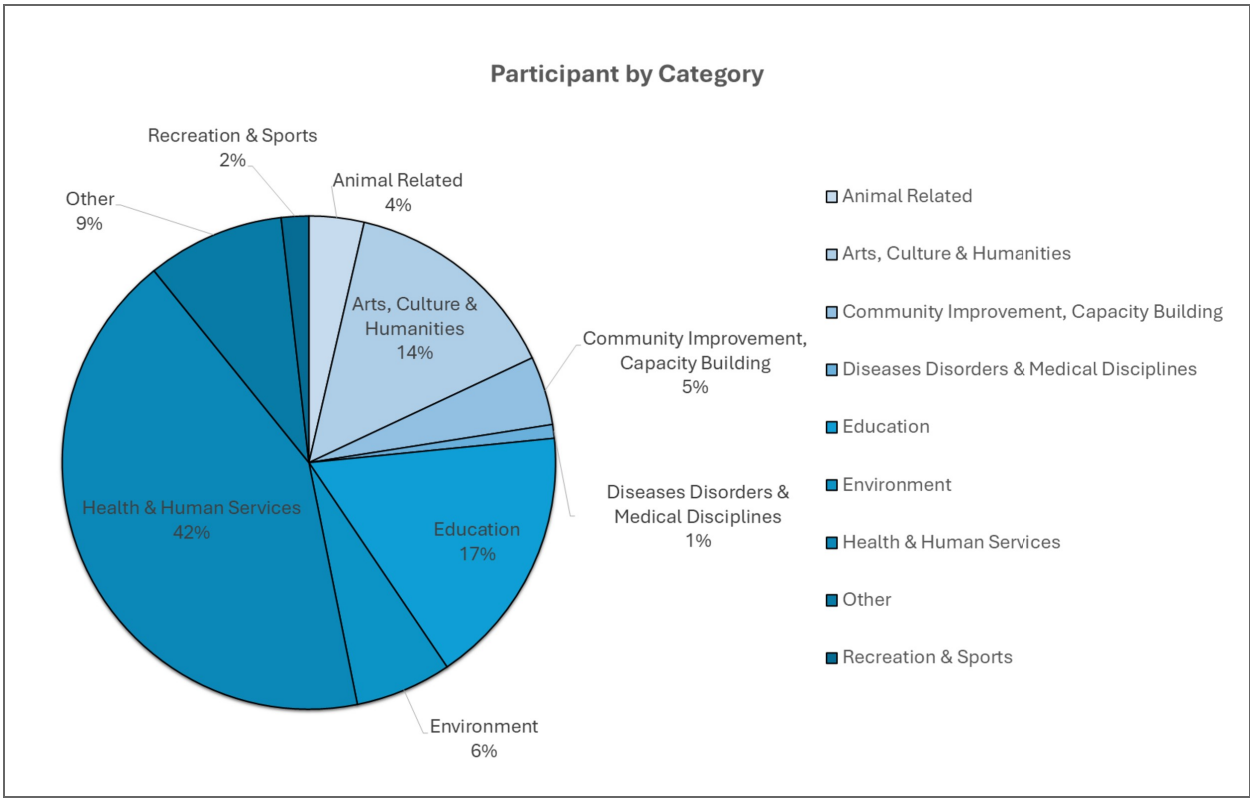
Participant Demographics





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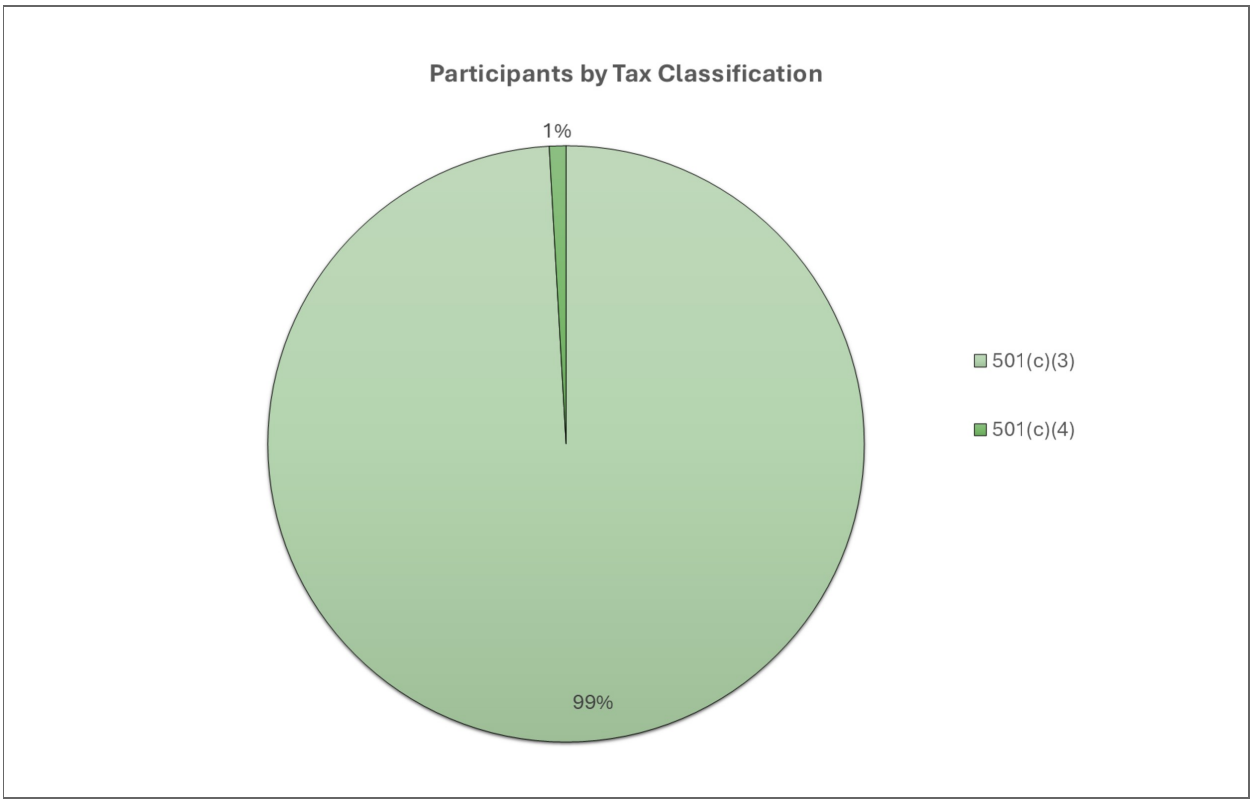

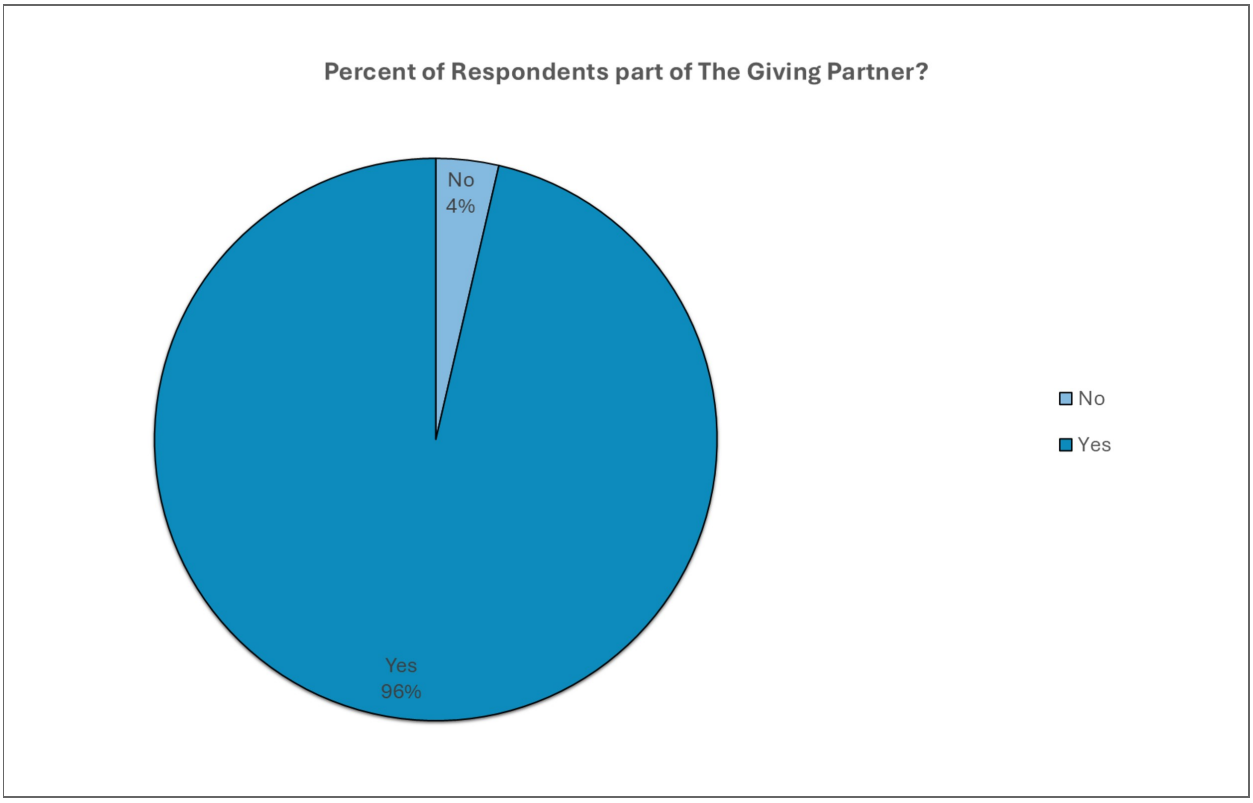

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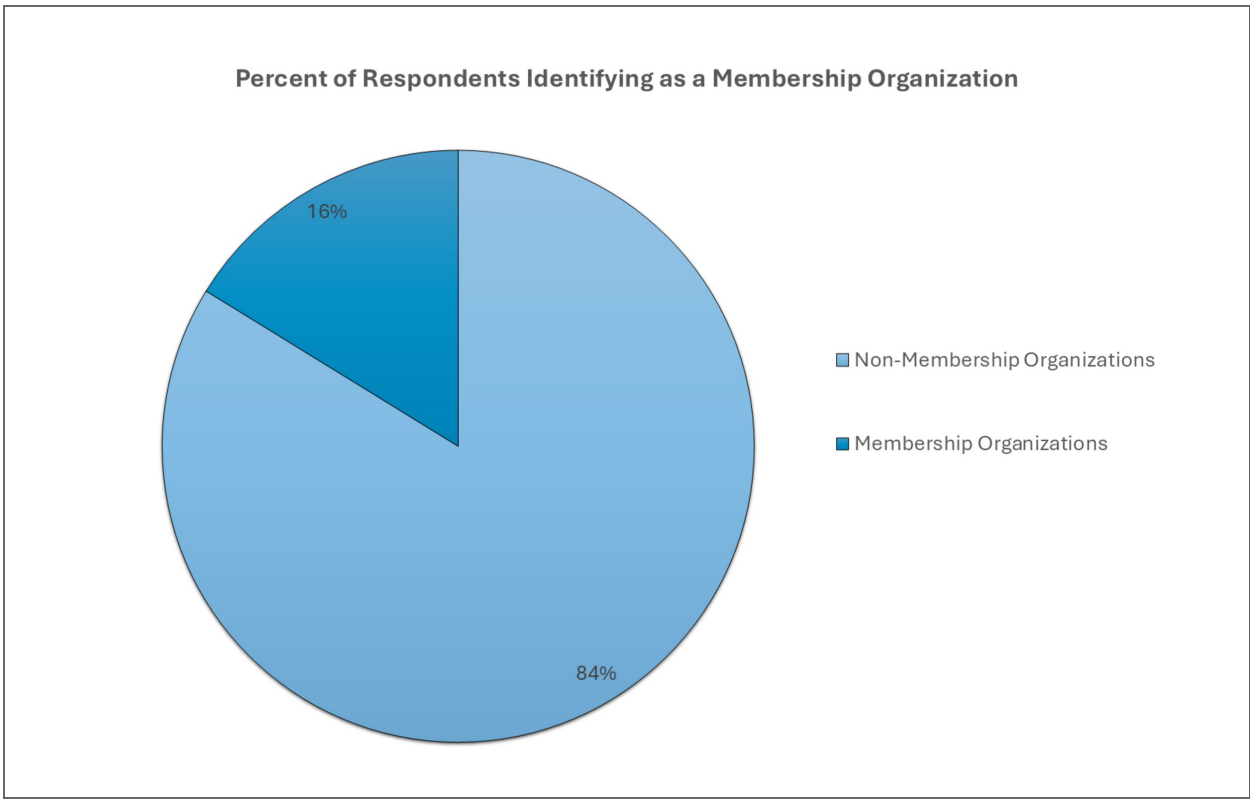
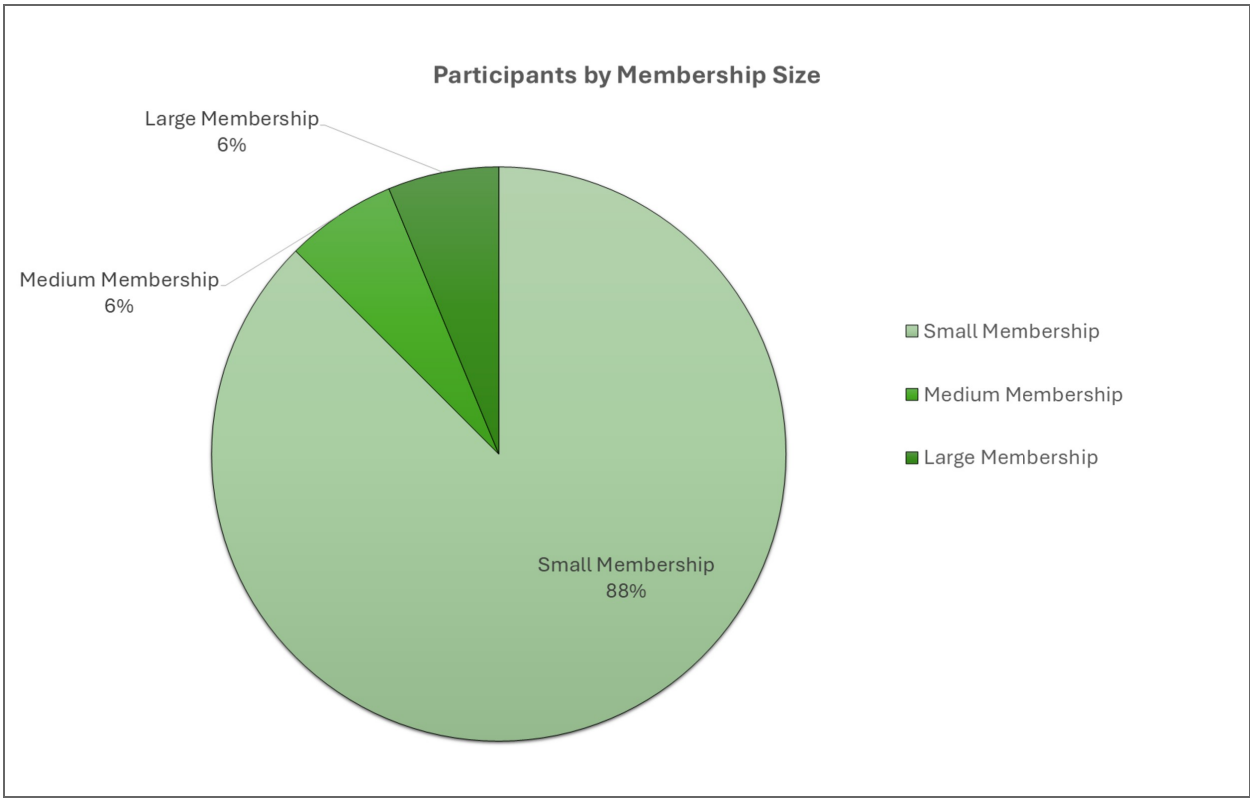
Participant Demographics





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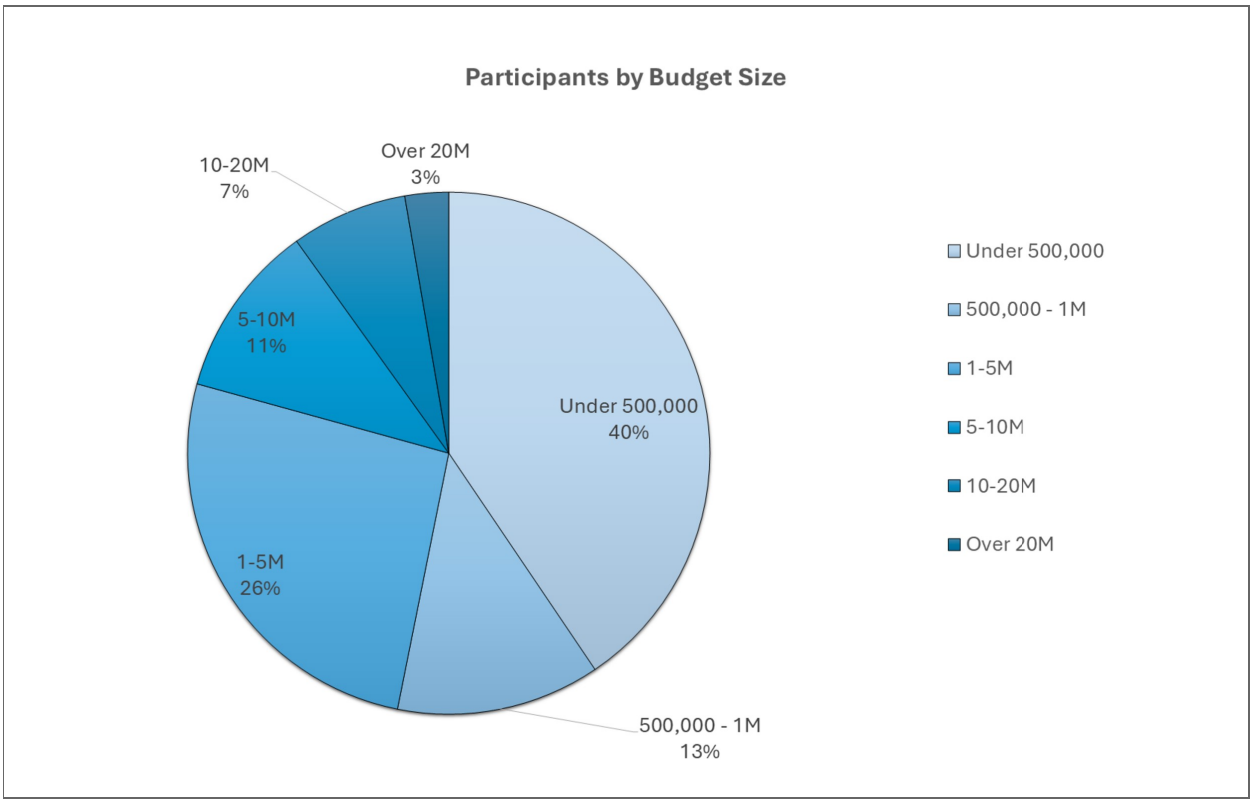

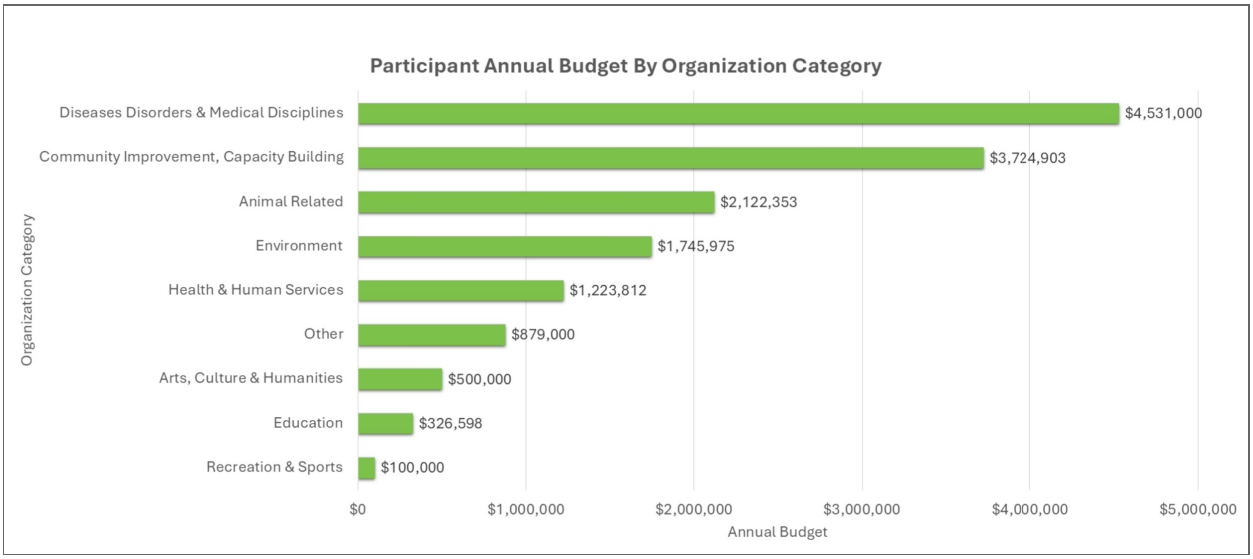

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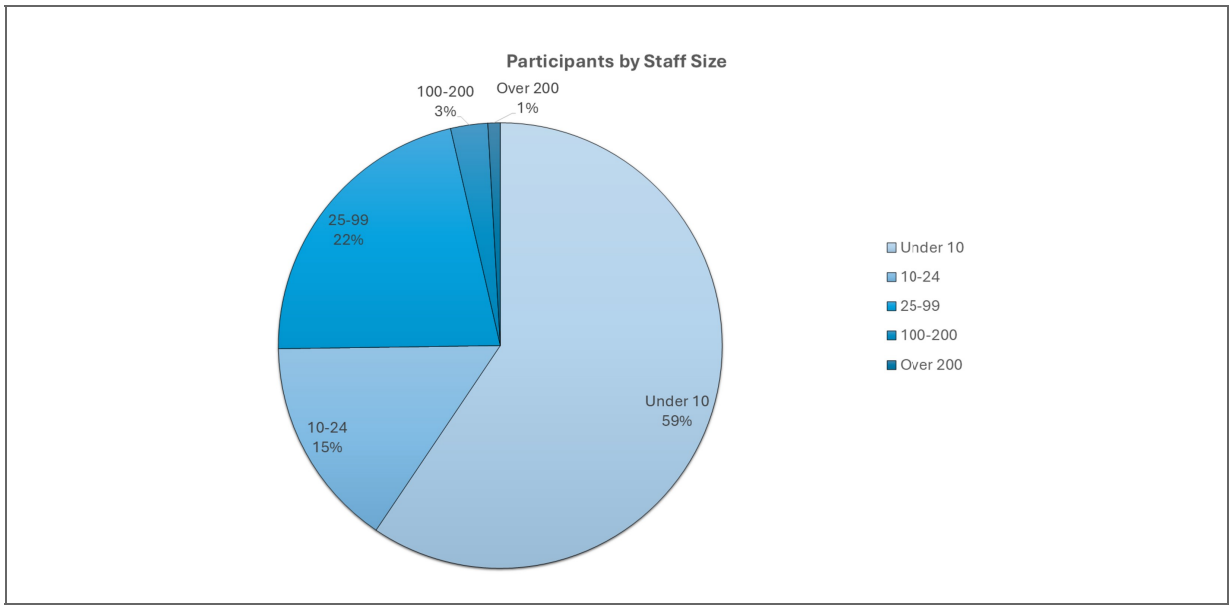
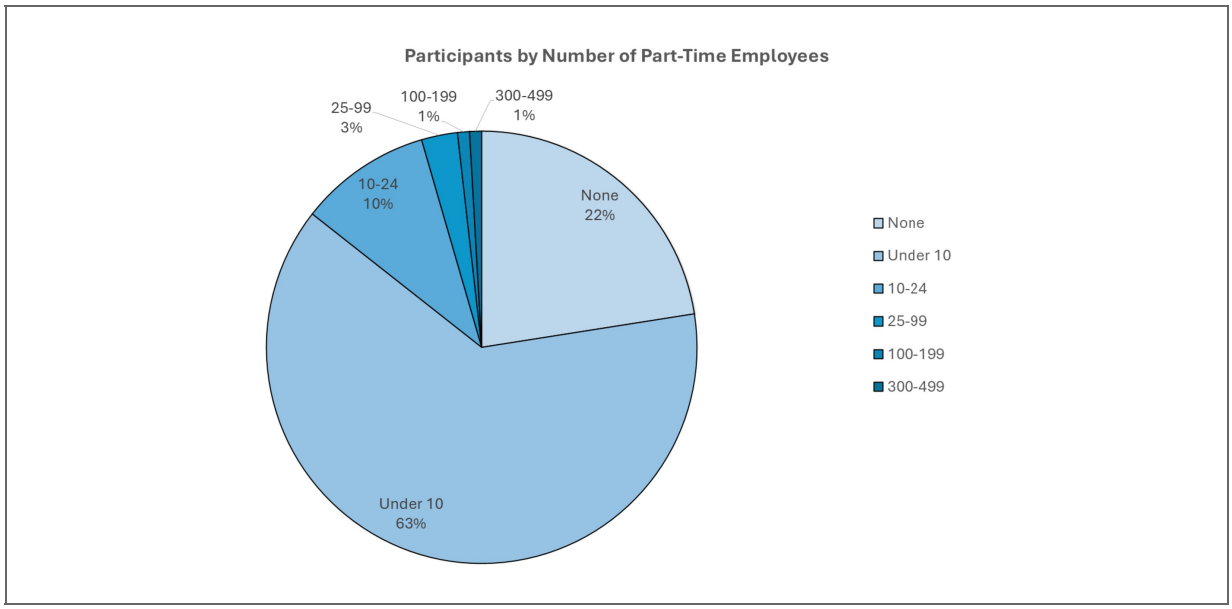
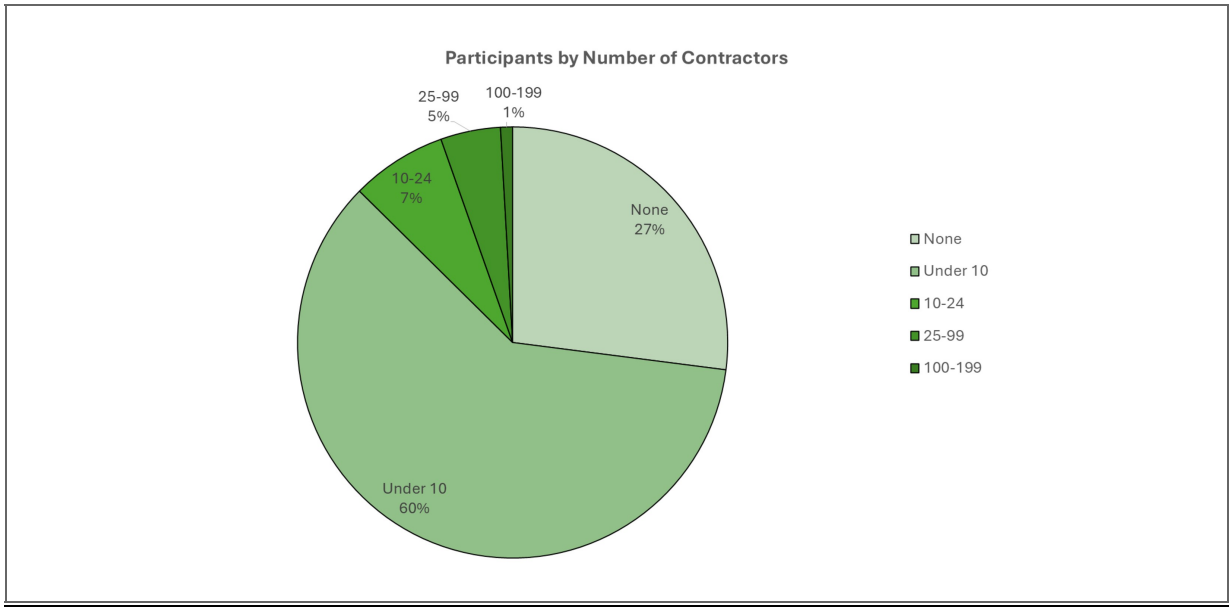
Participant Demographics



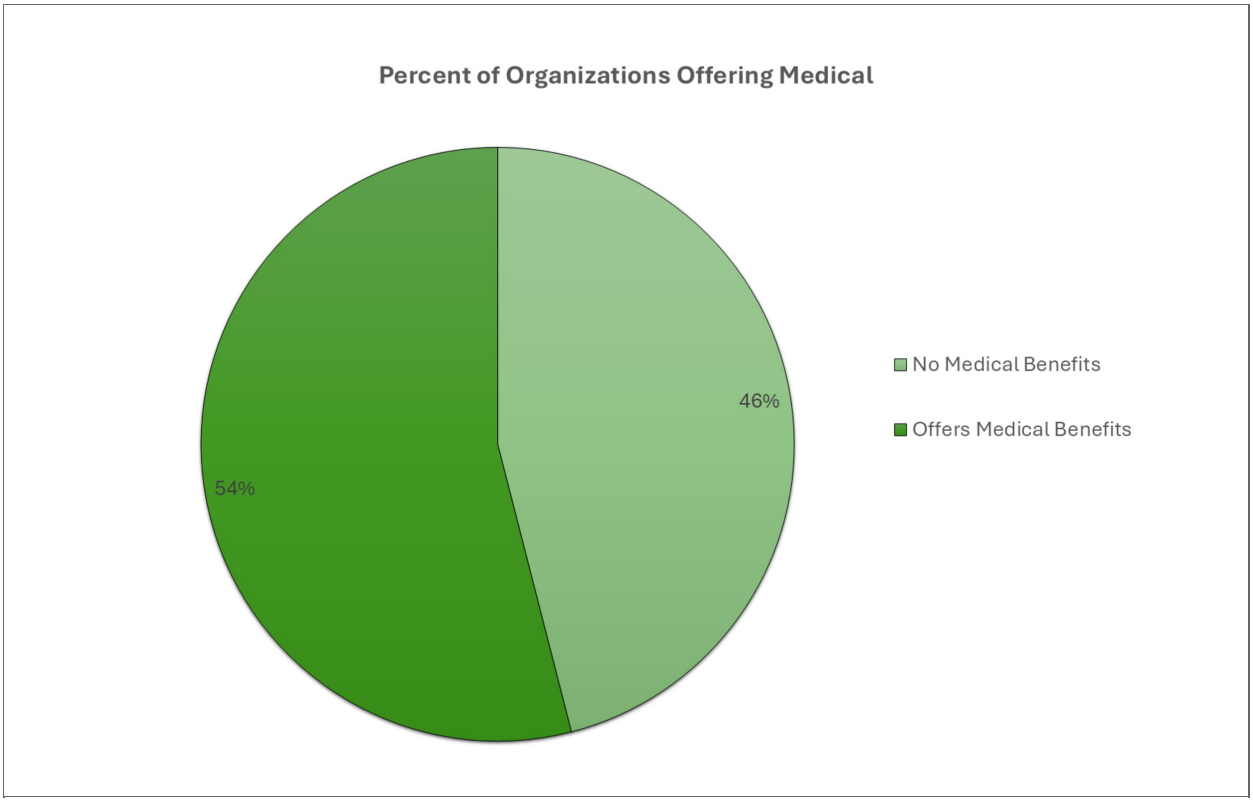




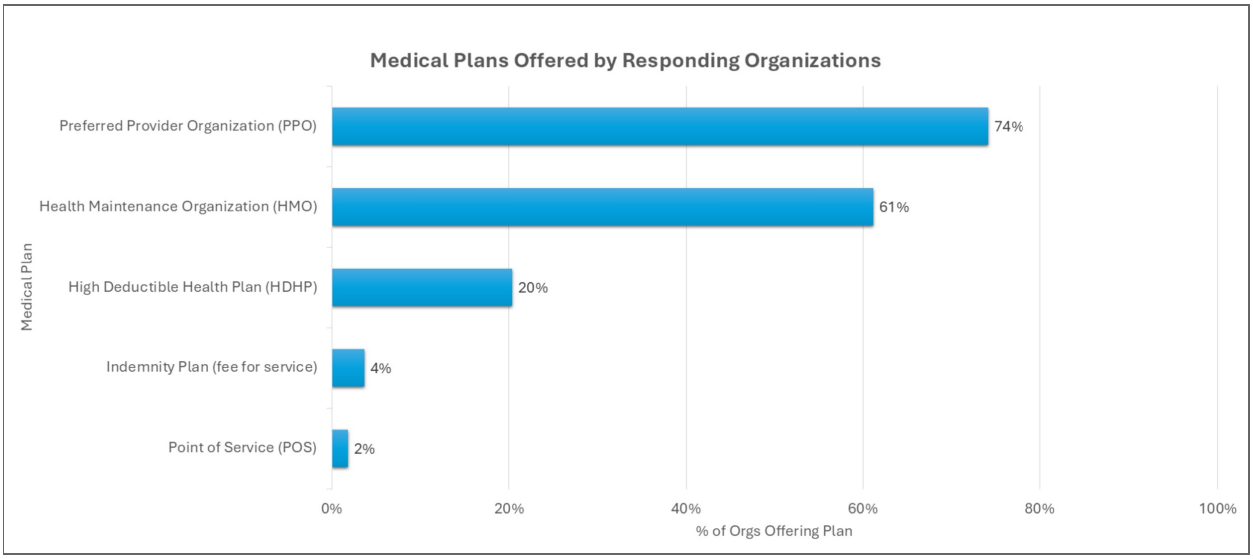
Participant Benefits

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]

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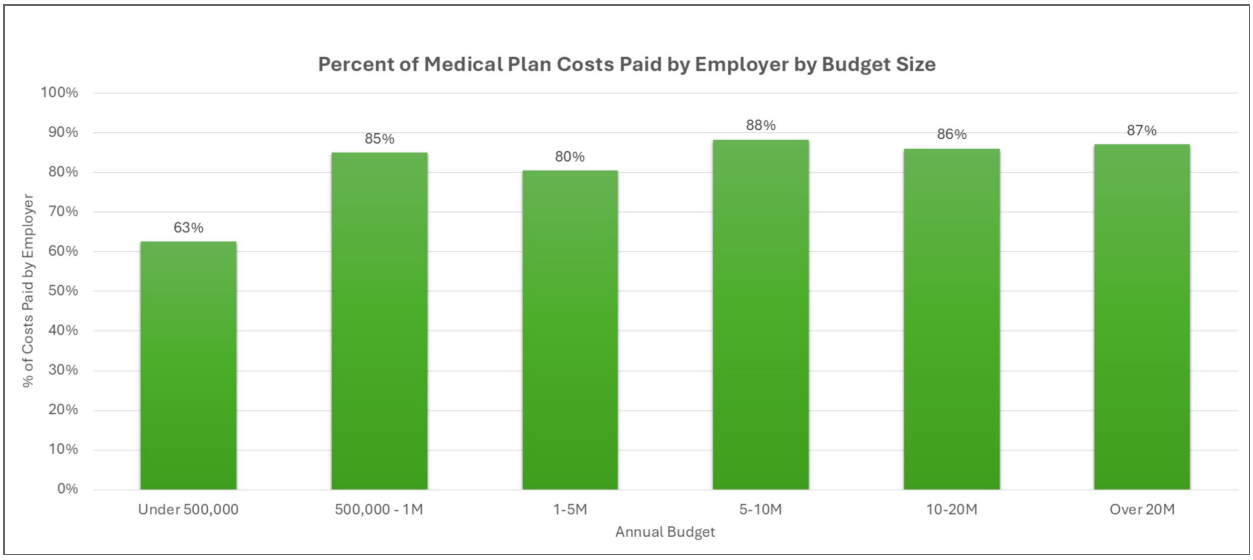
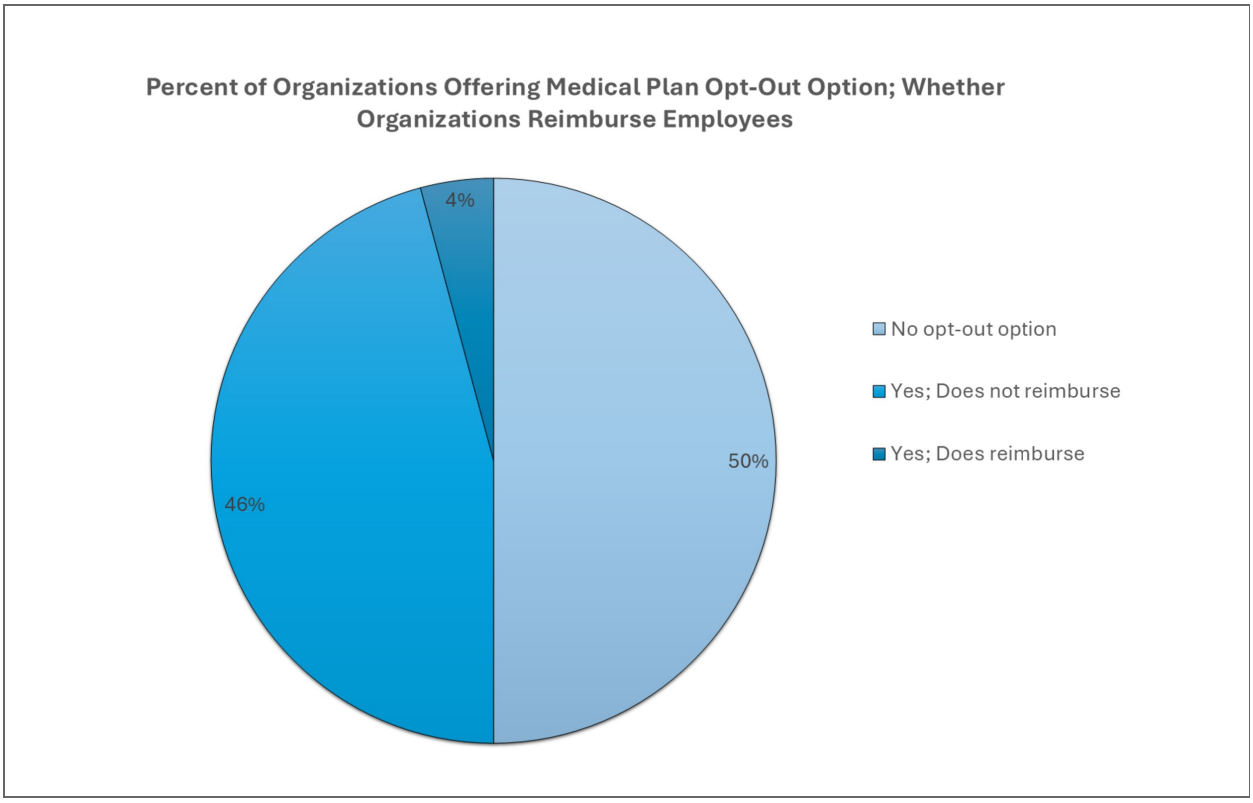
Participant Benefits

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.

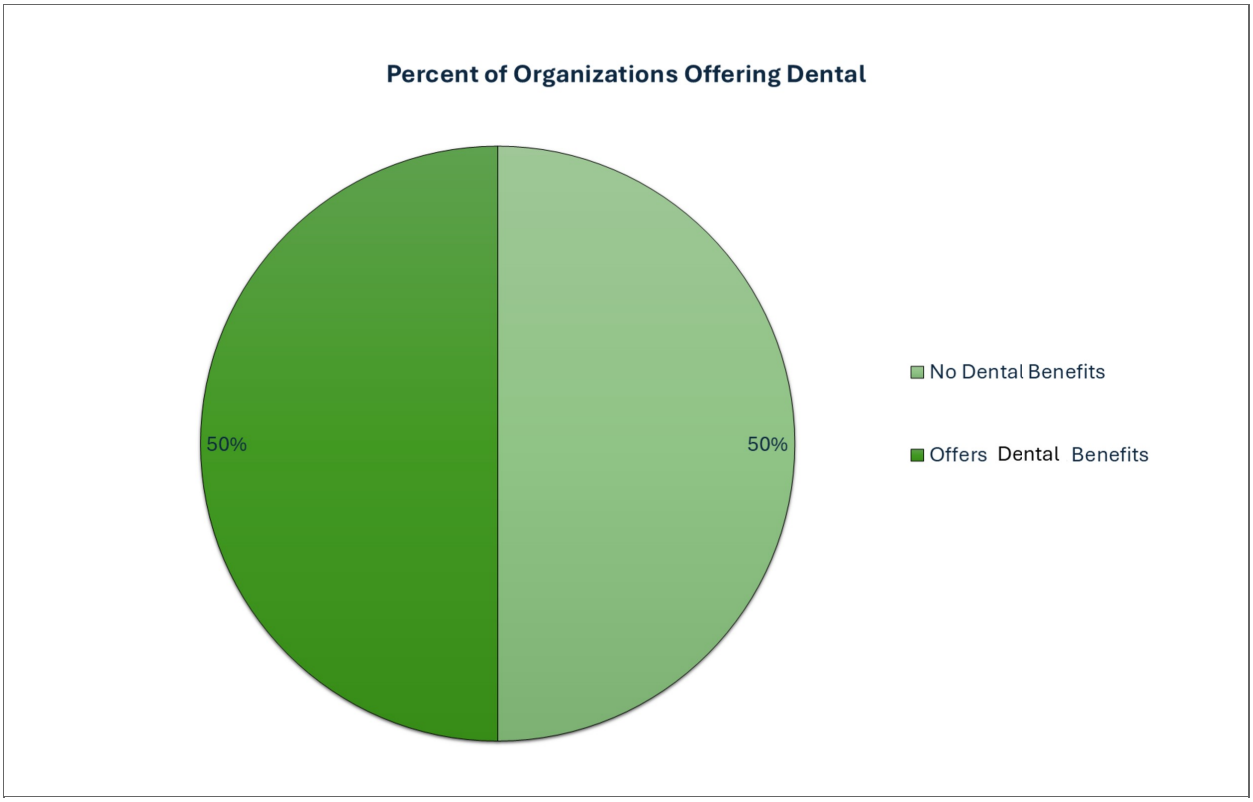


[Figure 4]

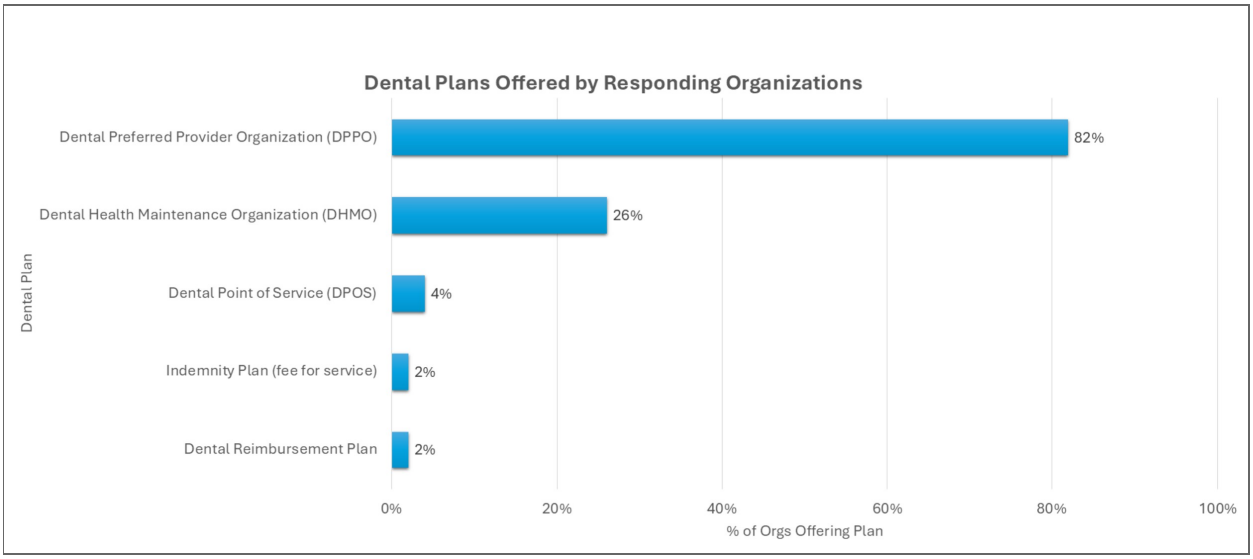
Participant Benefits

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]

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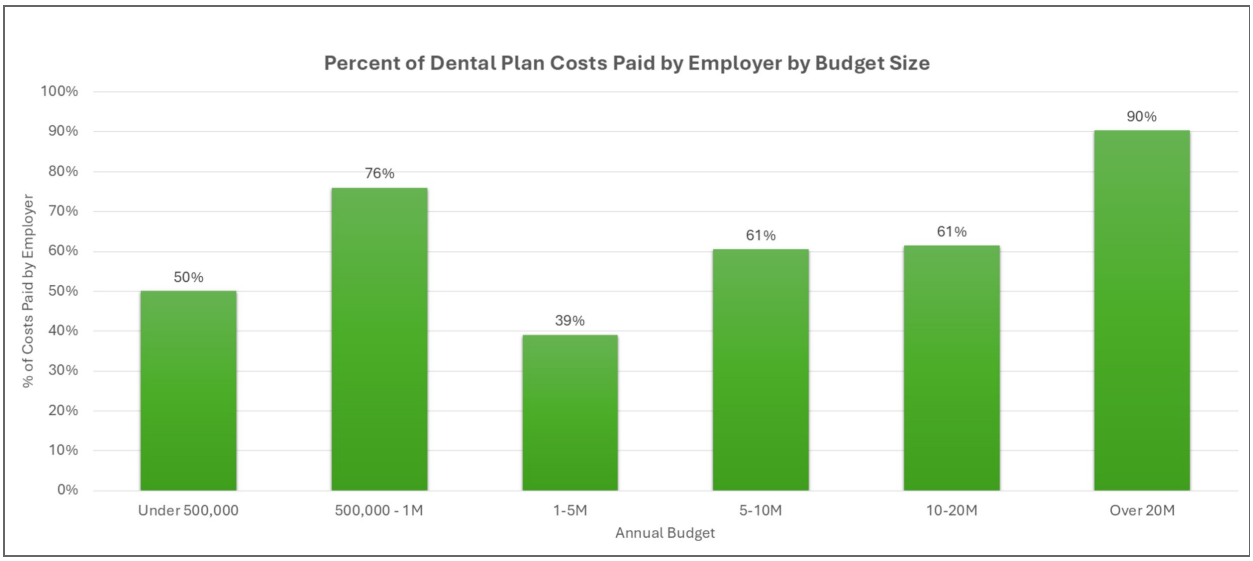
Participant Benefits

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.

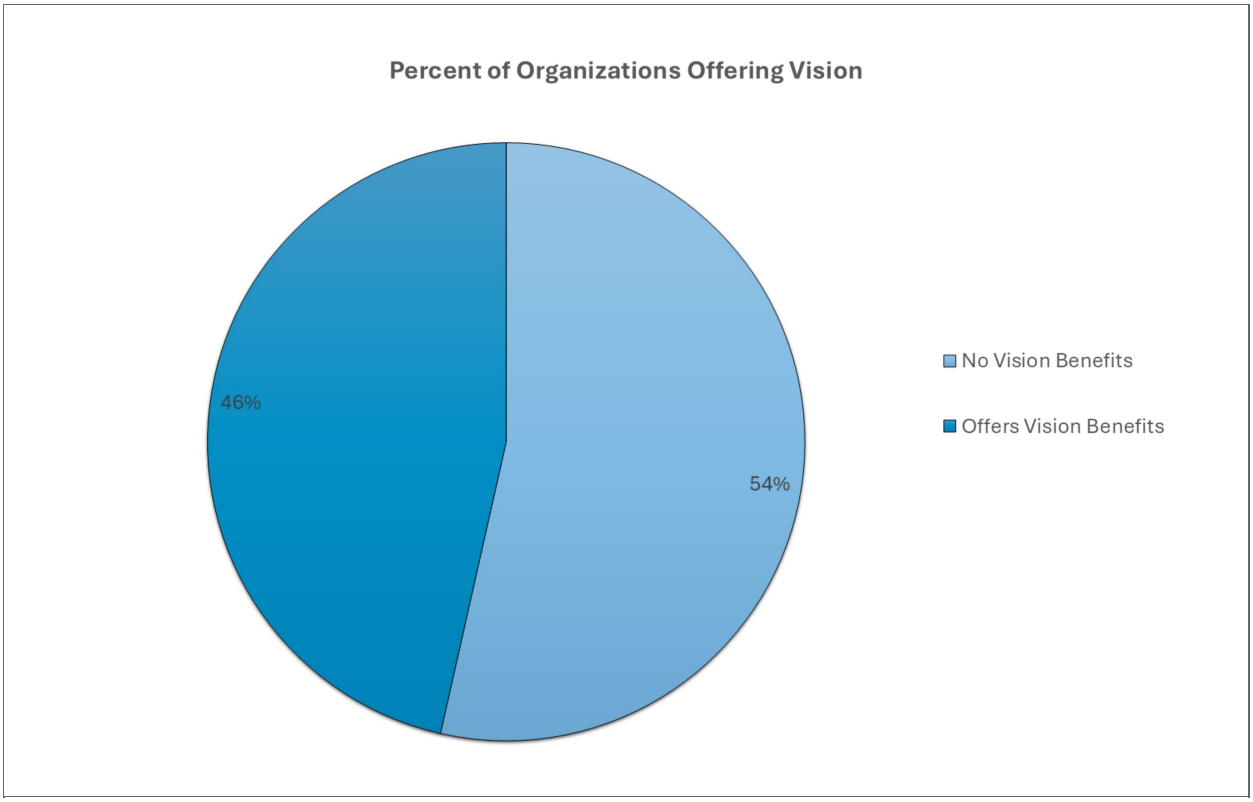


[Figure 7]

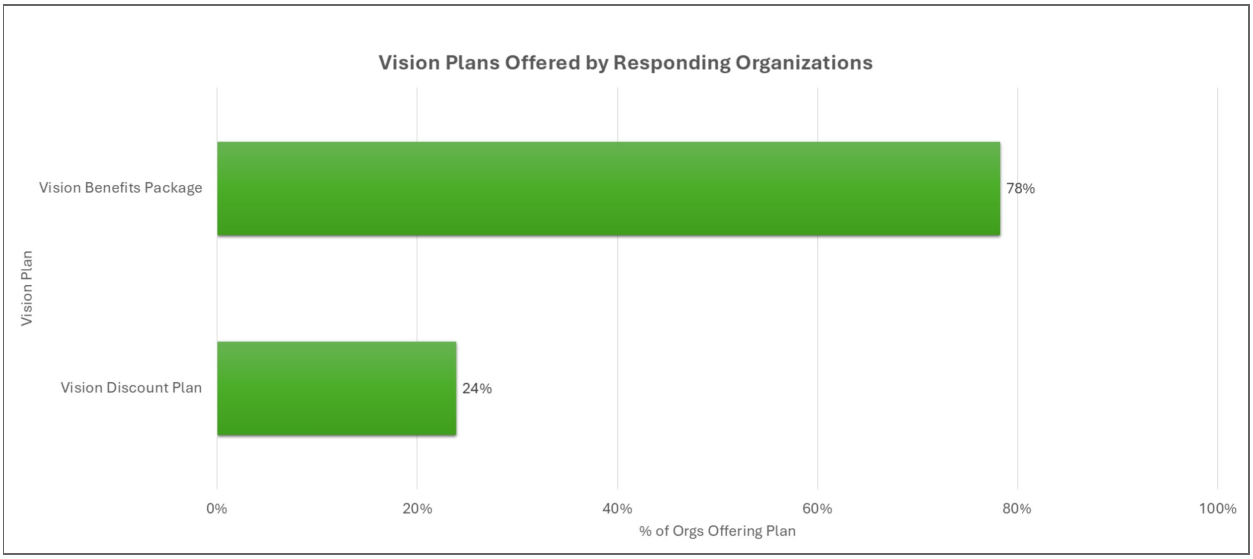
Participant Benefits

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]

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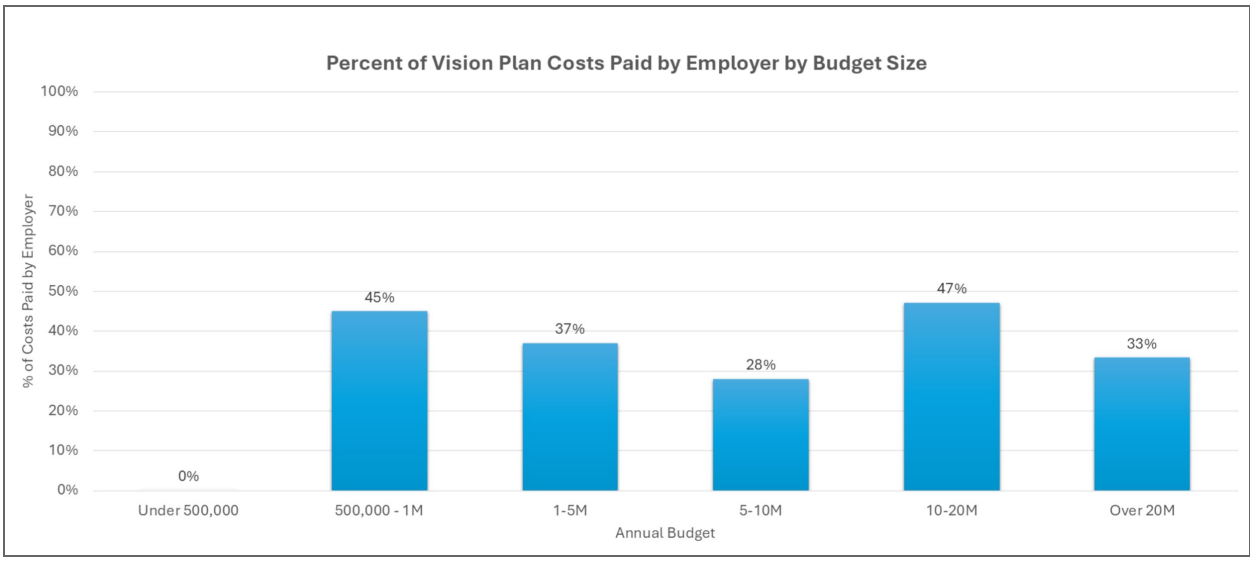
Participant Benefits

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.

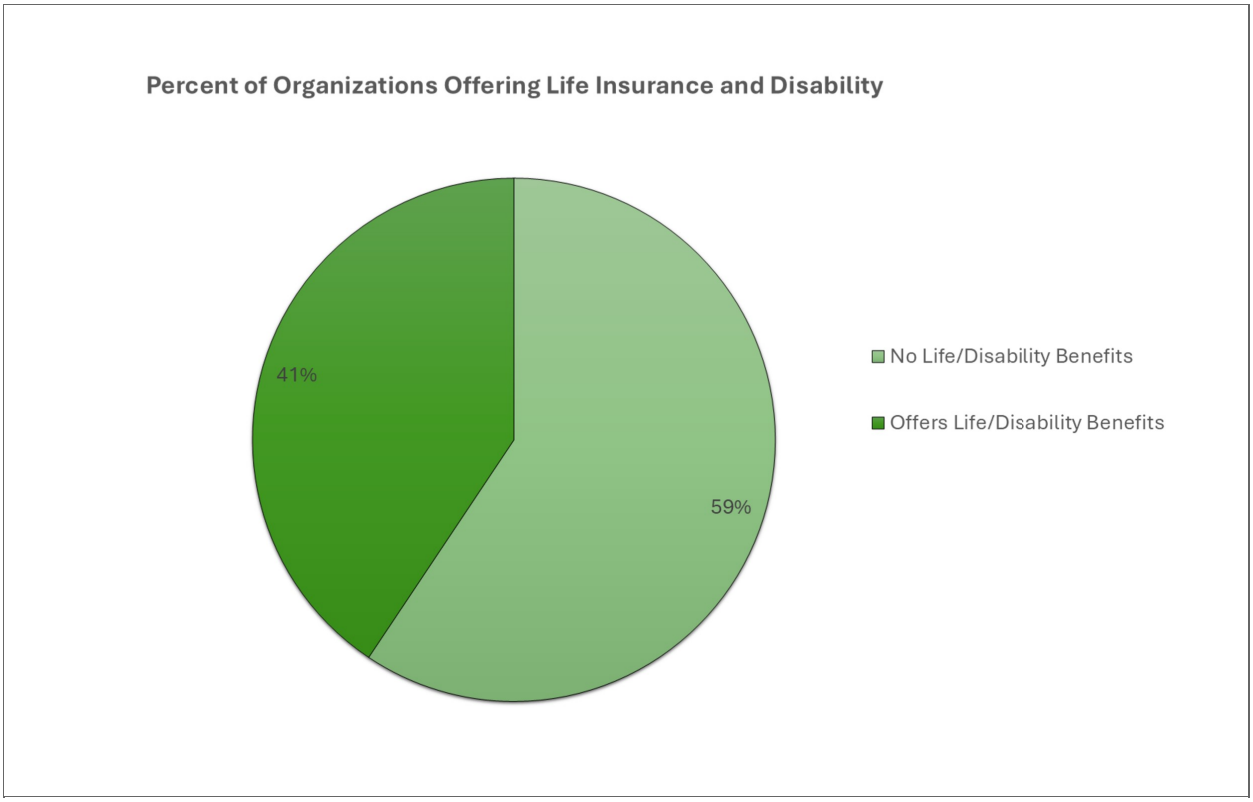


[Figure 10]

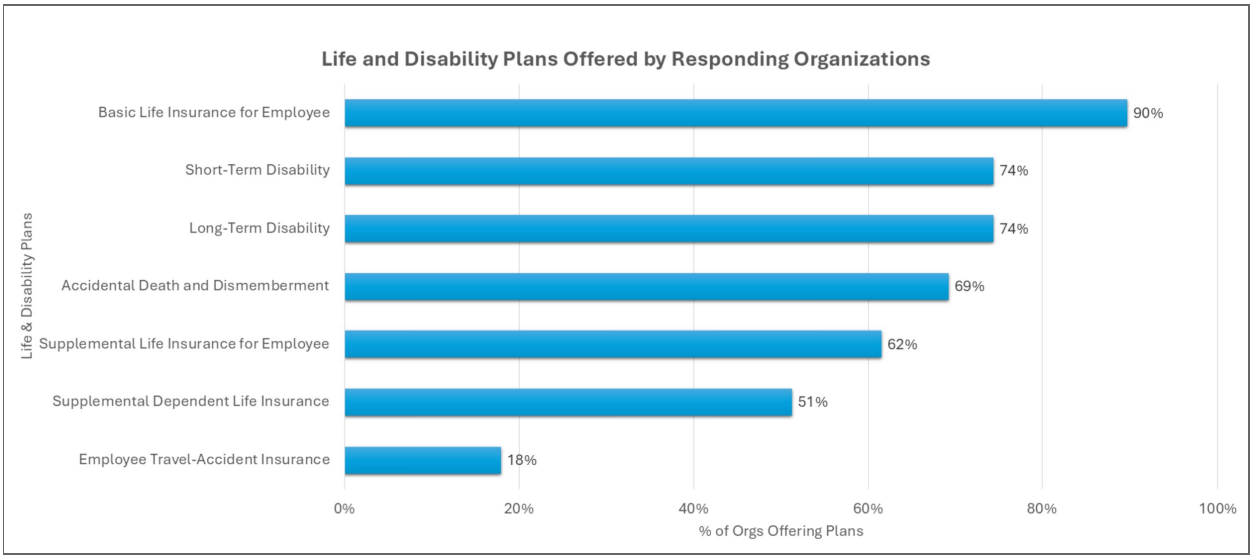
Participant Benefits

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]

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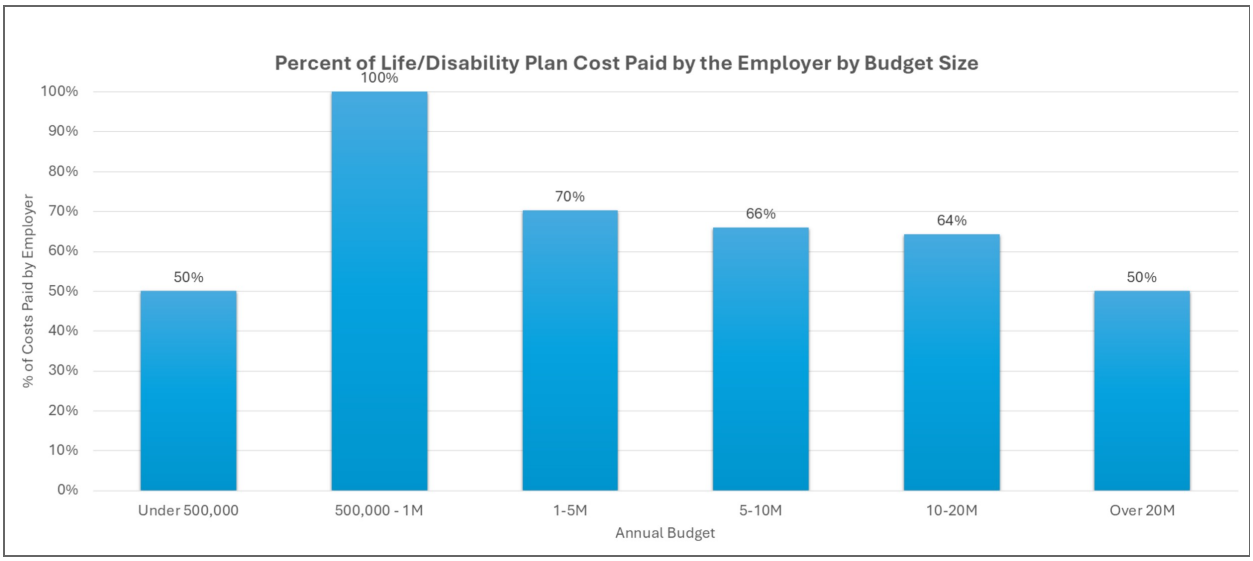
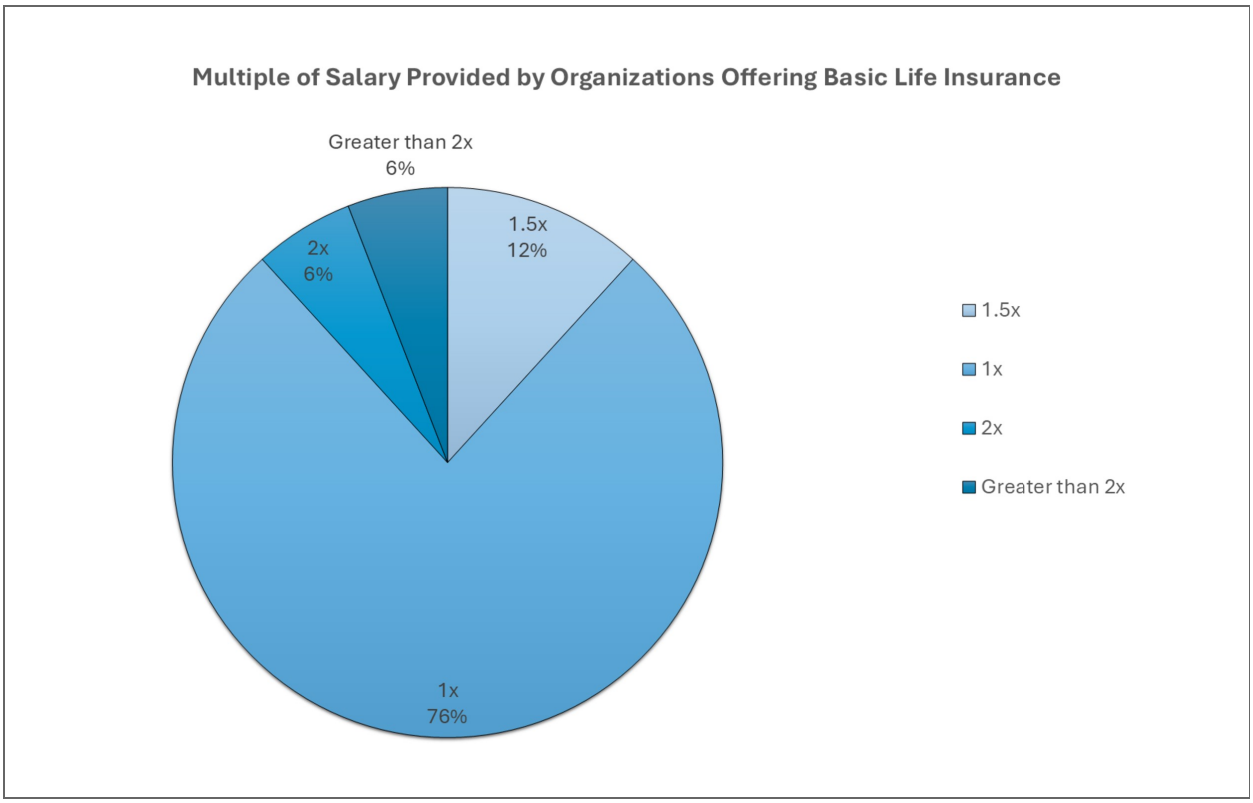
Participant Benefits

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.

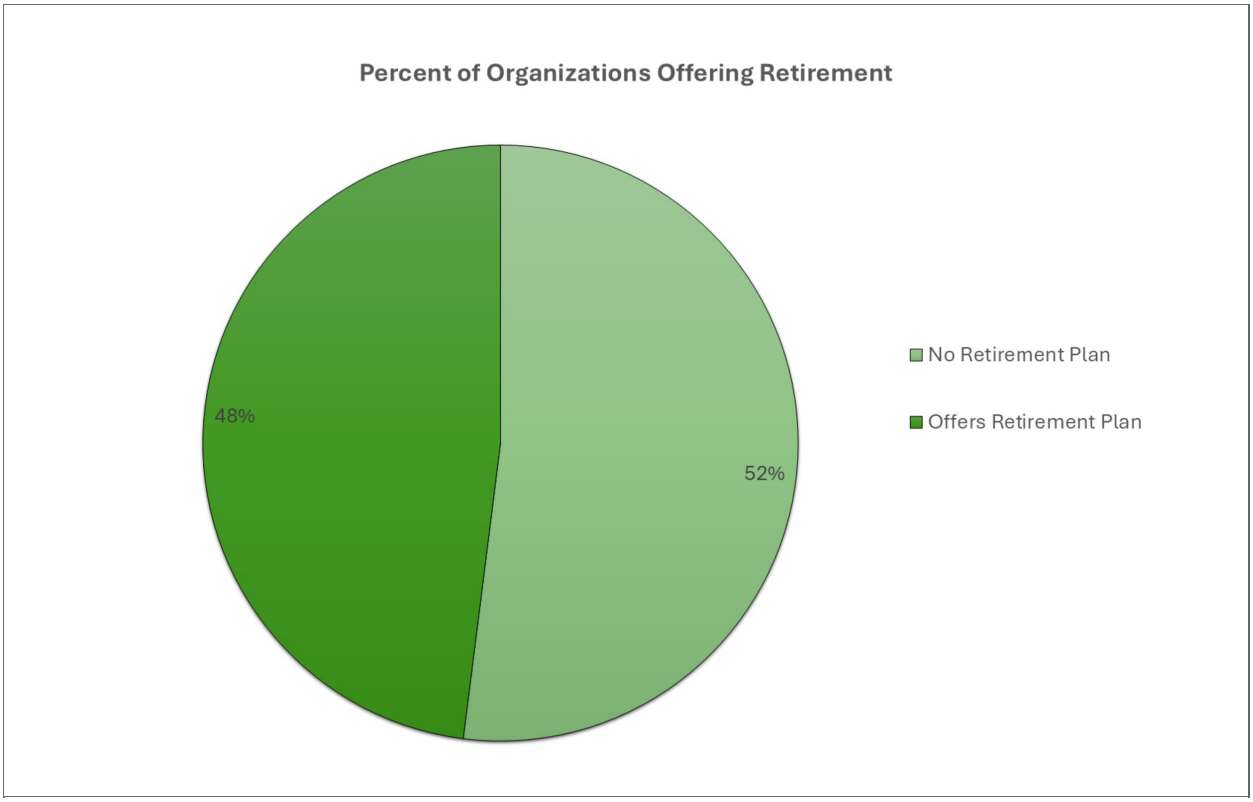


[Figure 14]

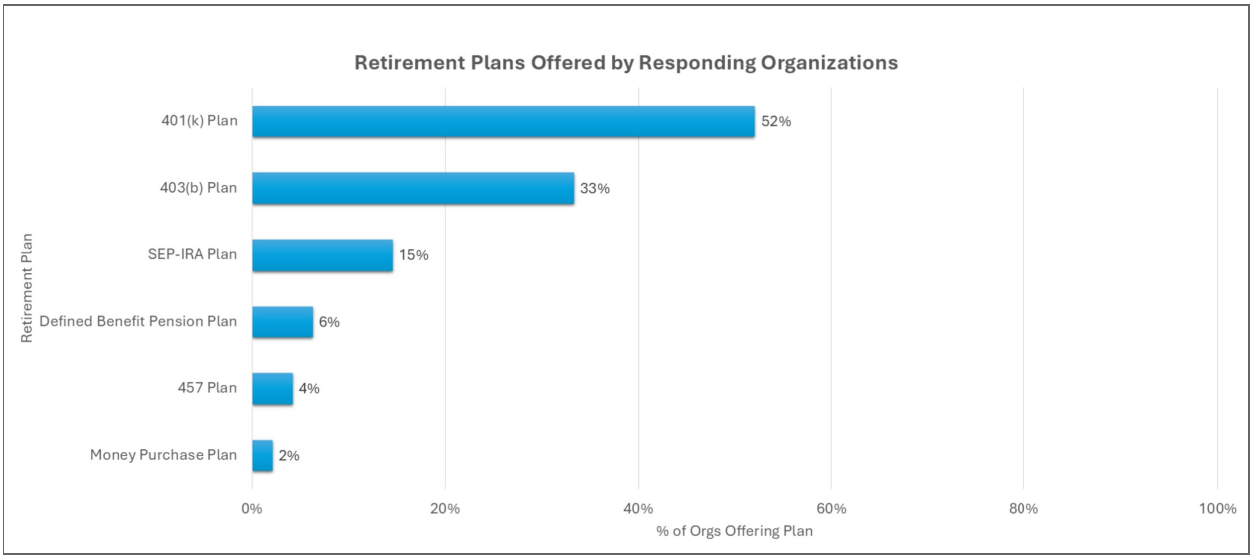
Participant Benefits

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]

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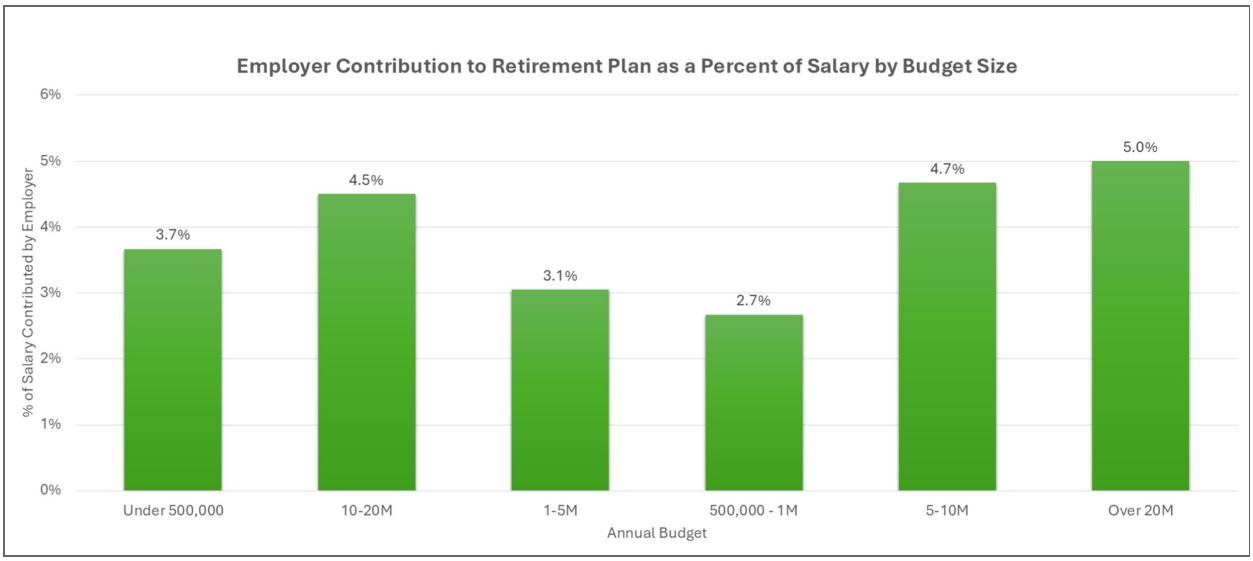
Participant Benefits

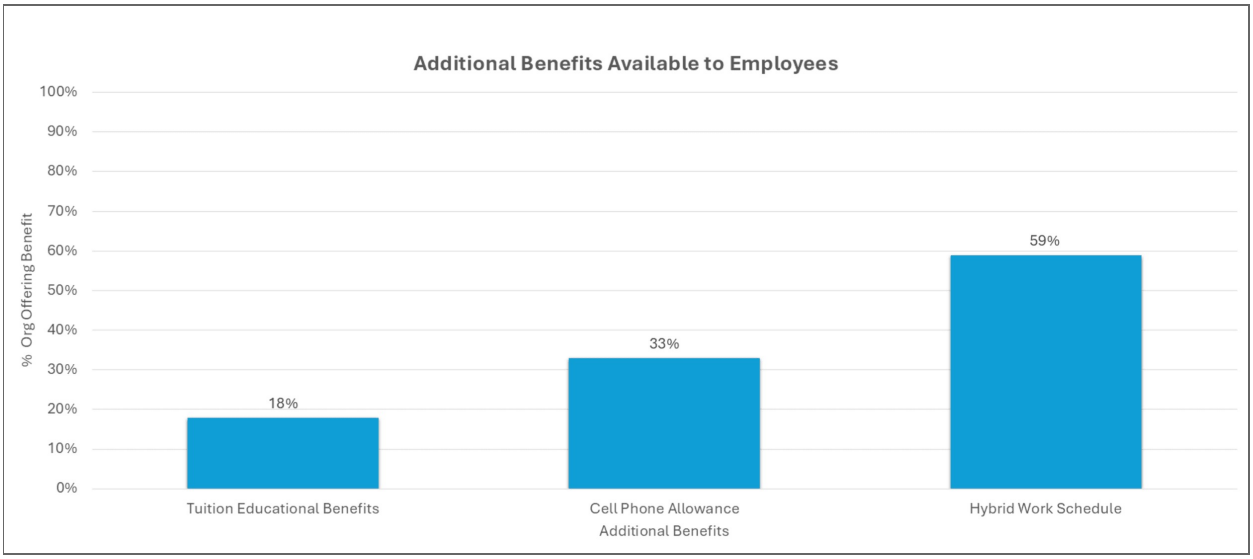
Figure 17 contains a cross-tabulation analysis of responding organizations' contribution to retirement plans as a percent of employee salary according to the budget size of the organization.



[Figure 17]

Participant Benefits

Additional Benefits



[Figure 18]

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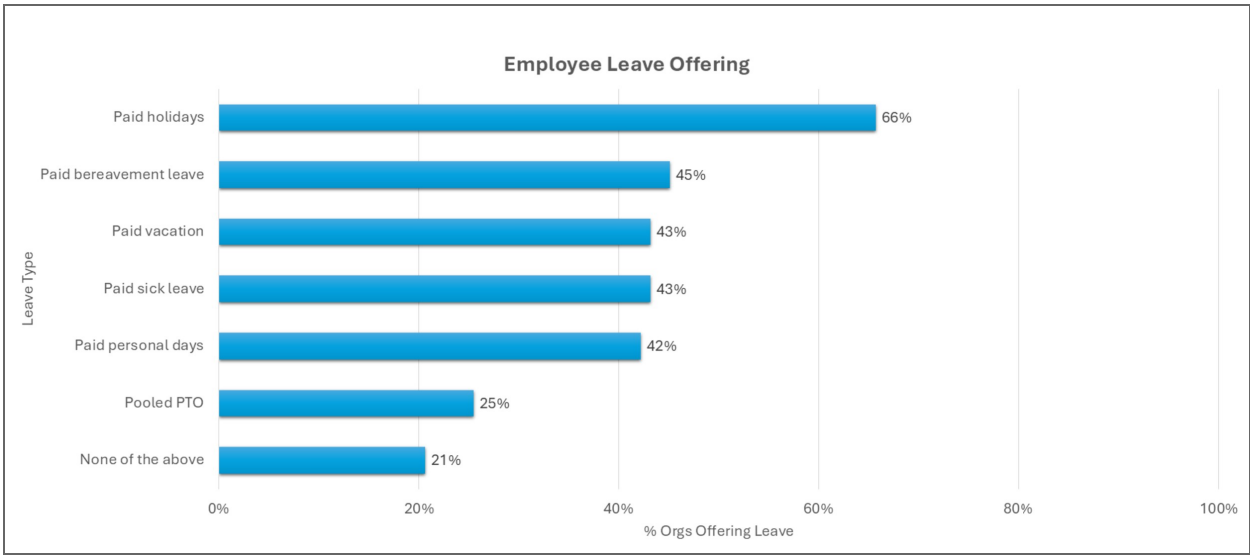
Participant Benefits

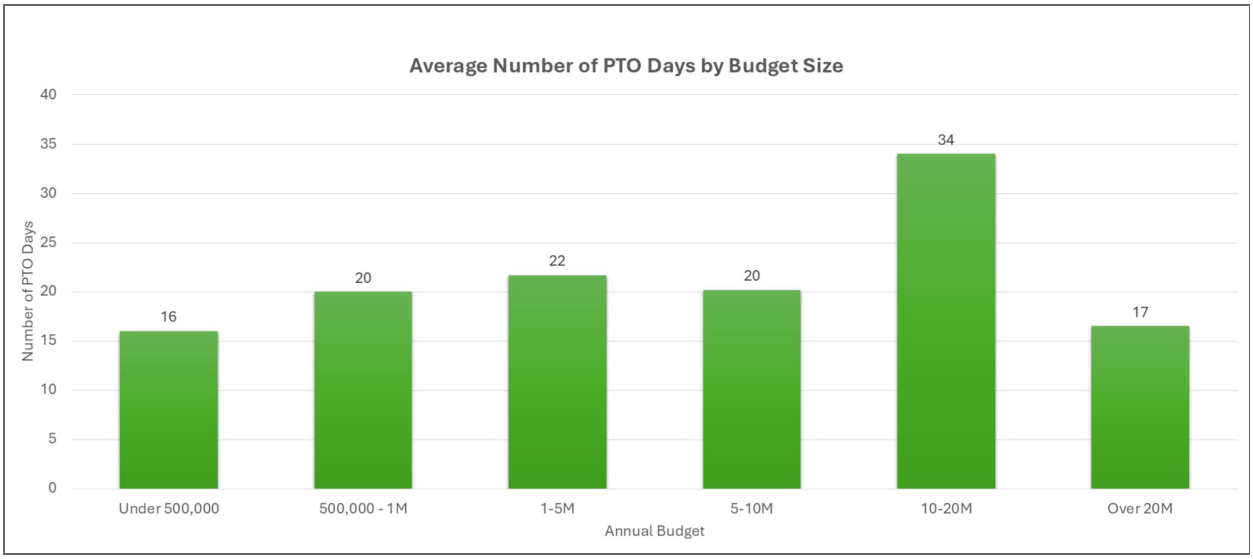
Employee Leave Policies

This section contains survey responses related to proliferation of various employee leave policies for responding organizations. Figure 19 displays the percent of organizations offering various employee leave policies.



[Figure 19]

If an organization selected "Pooled PTO", they were prompted to specify the number of PTO days available to employees. Figure 20 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.

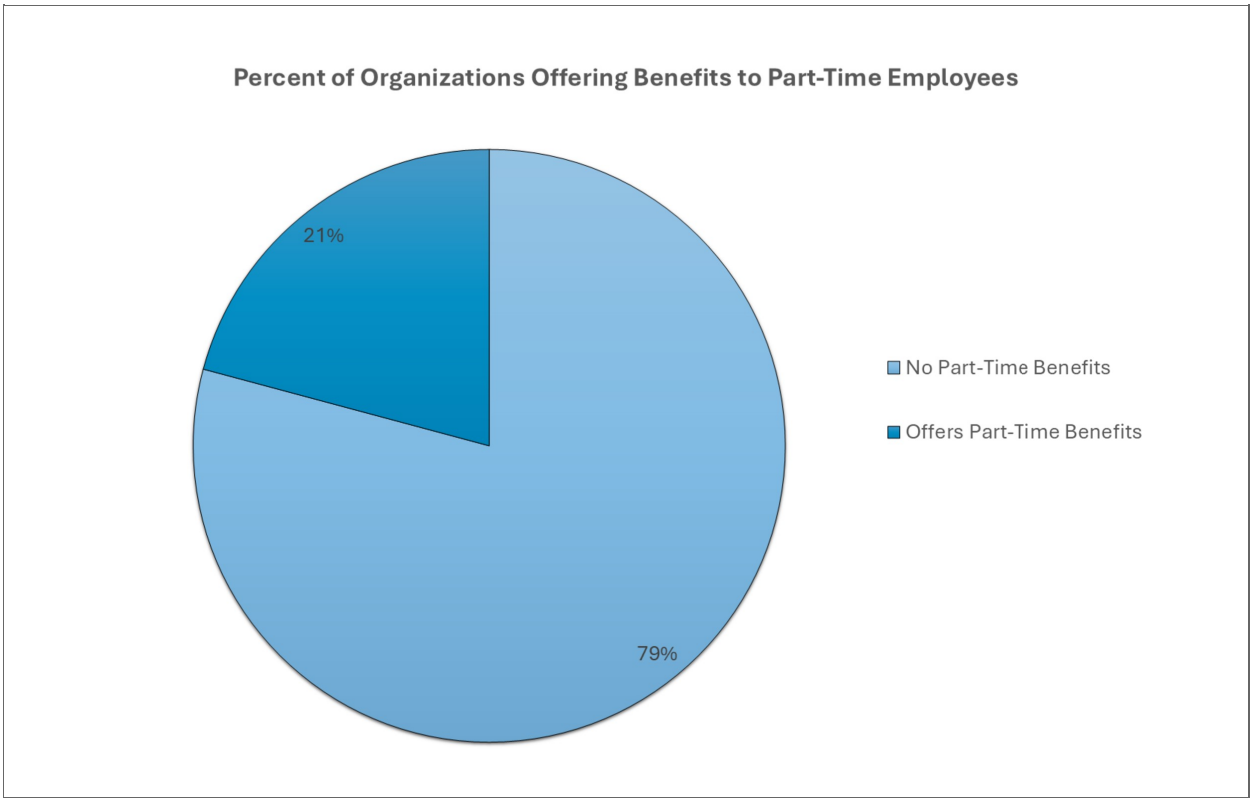


[Figure 20]

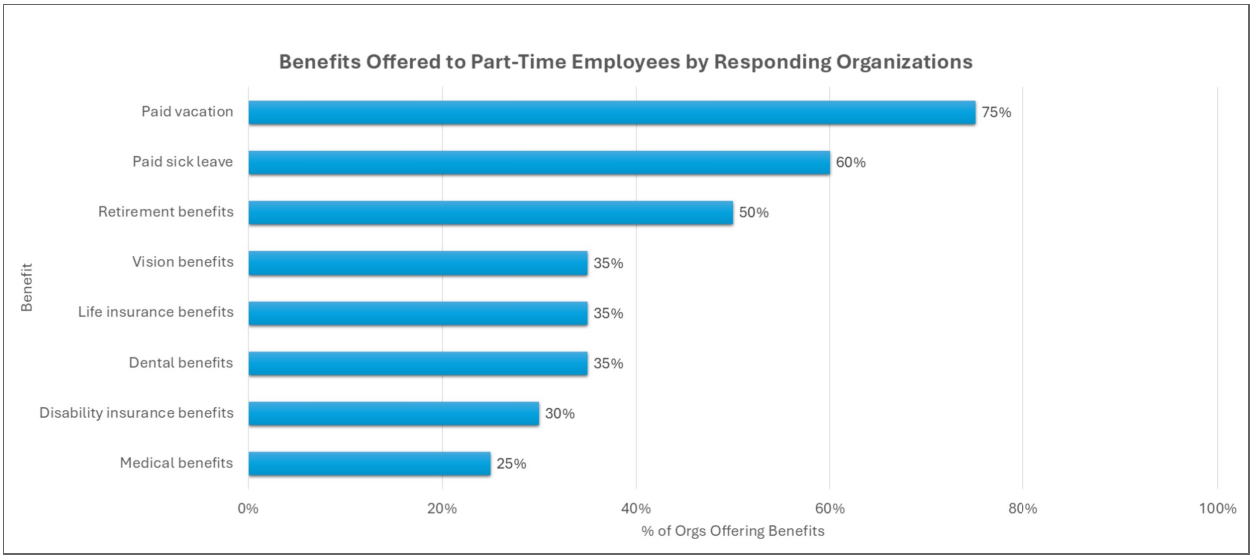
Participant Benefits

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 21 displays the percent of organizations offering some kind of benefit to part-time employees; Figure 22 provides a breakdown of the benefits offered to part-time organizations among respondents offering some kind of benefit.



[Figure 21]



[Figure 22]

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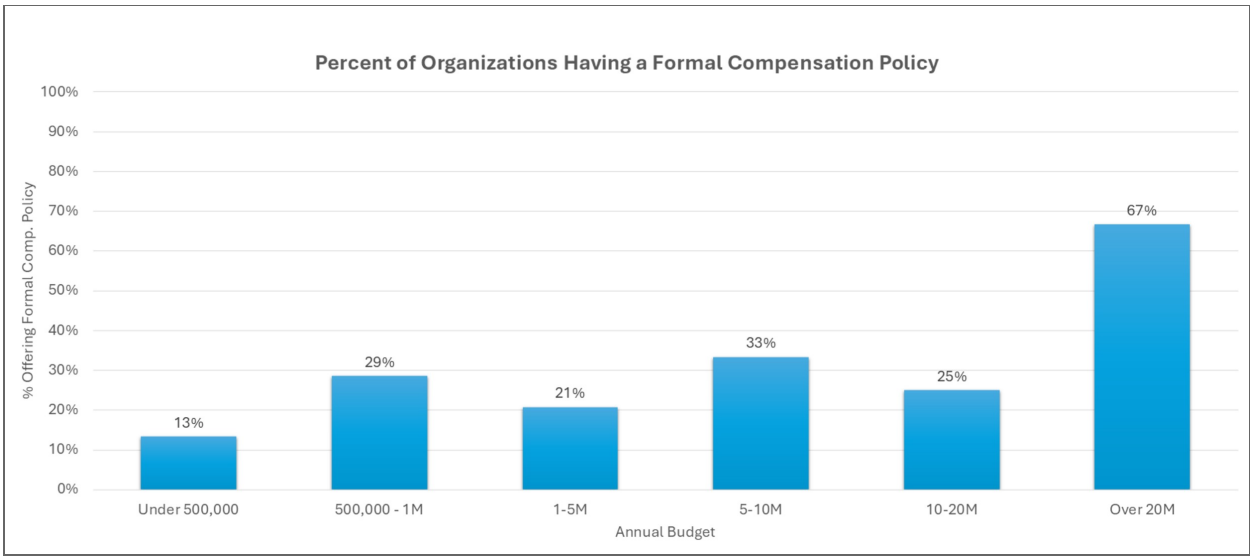
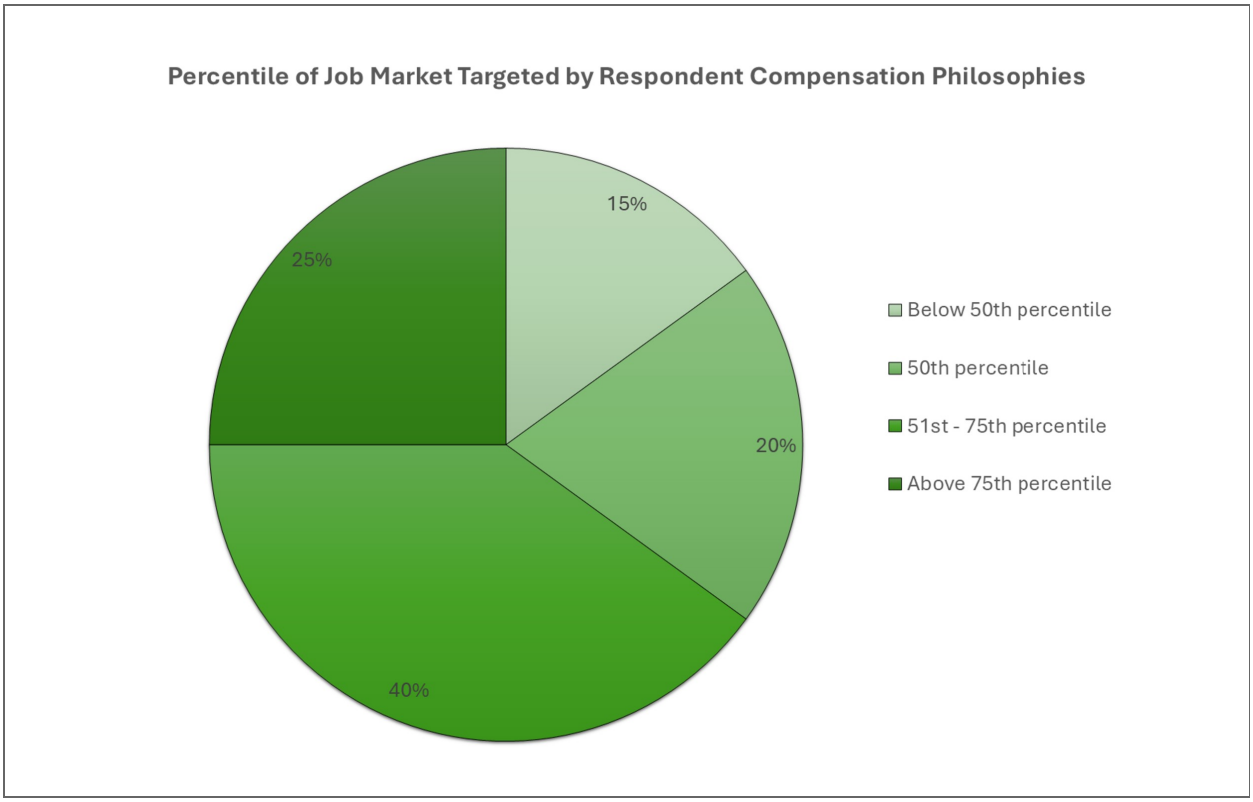
Participant Compensation Policies

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 23 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 24 displays this breakdown for respondent organizations.



[Figure 23]



[Figure 24]

Participant Compensation Policies

Projected Salary Increase in the 2025 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	0.0%	90.0%	0.0%	10.0%	0.0%
100-250K	0.0%	50.0%	25.0%	25.0%	0.0%
500-750K	0.0%	28.6%	0.0%	57.1%	14.3%
750K-1M	0.0%	33.3%	33.3%	33.3%	0.0%
1-3M	0.0%	16.7%	50.0%	22.2%	11.1%
3-5M	0.0%	12.5%	12.5%	75.0%	0.0%
5-10M	0.0%	27.3%	36.3%	27.3%	9.1%
Over 10M	0.0%	0.0%	20.0%	80.0%	0.0%

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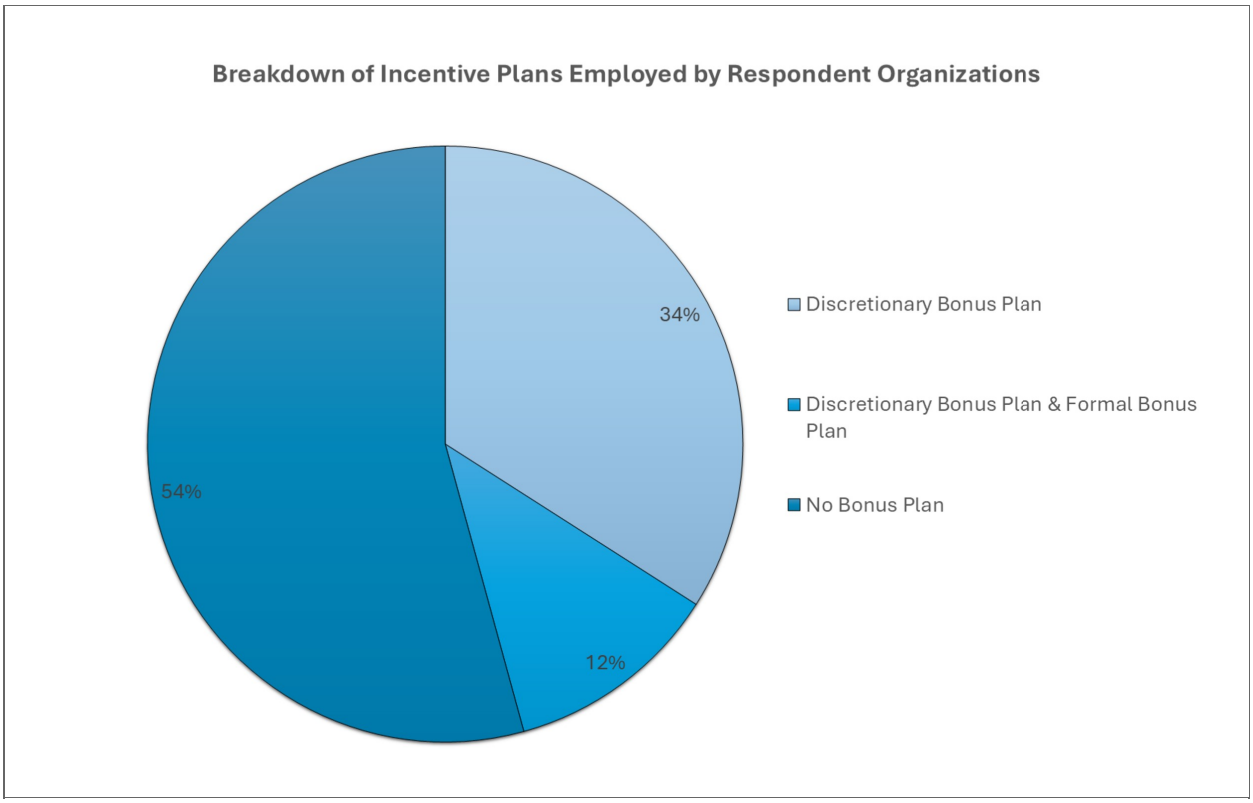
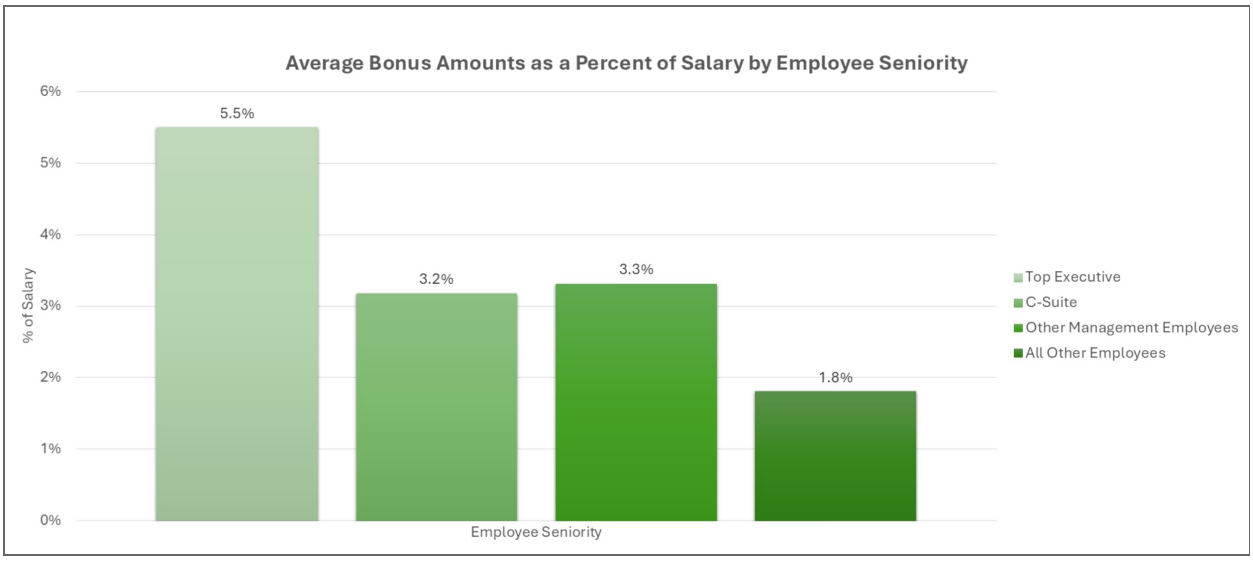
Participant Compensation Policies

Incentive Plans

This section contains survey responses related to proliferation of incentive, or bonus plans at responding organizations. Figure 25 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 26 displays the breakdown of the targeted or average bonus amounts as a percent of salary according to employee seniority.



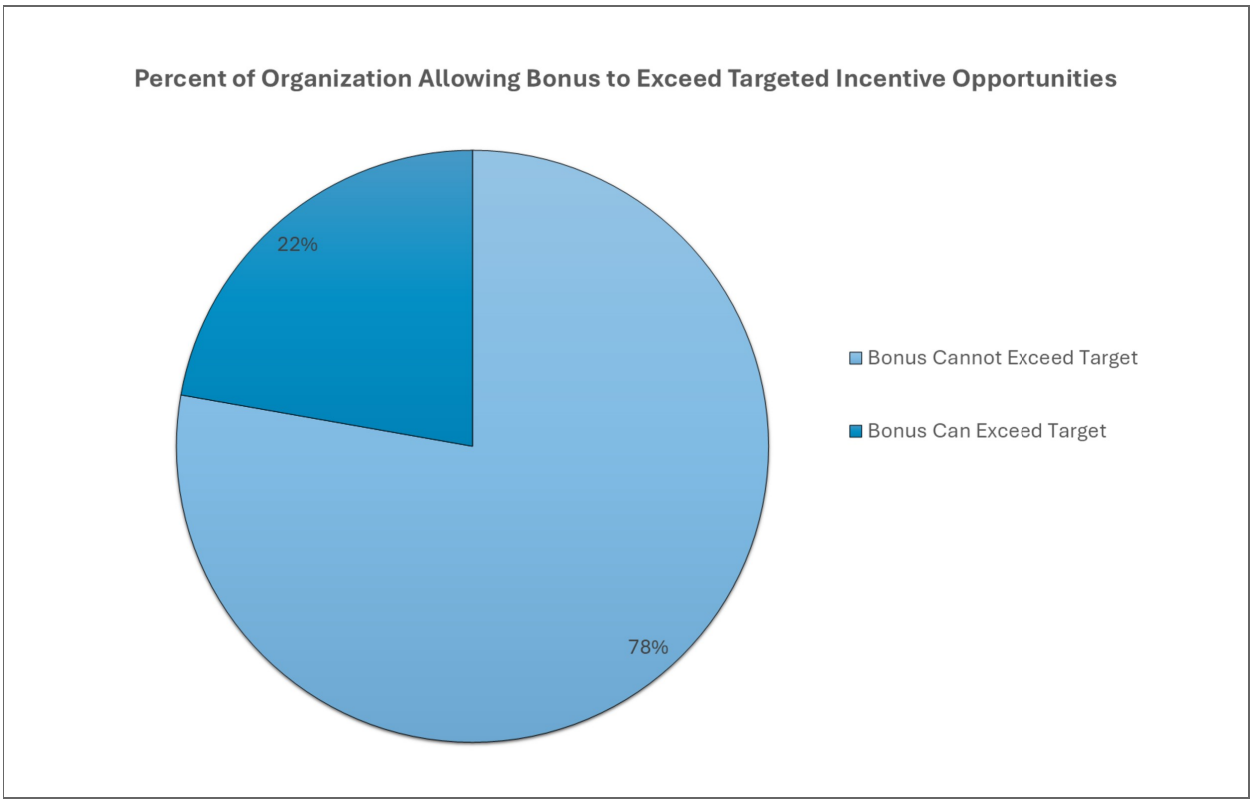
[Figure 25]



[Figure 26]

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 27 displays the percent of organizations allowing bonuses to exceed targeted incentive opportunities.



[Figure 27]

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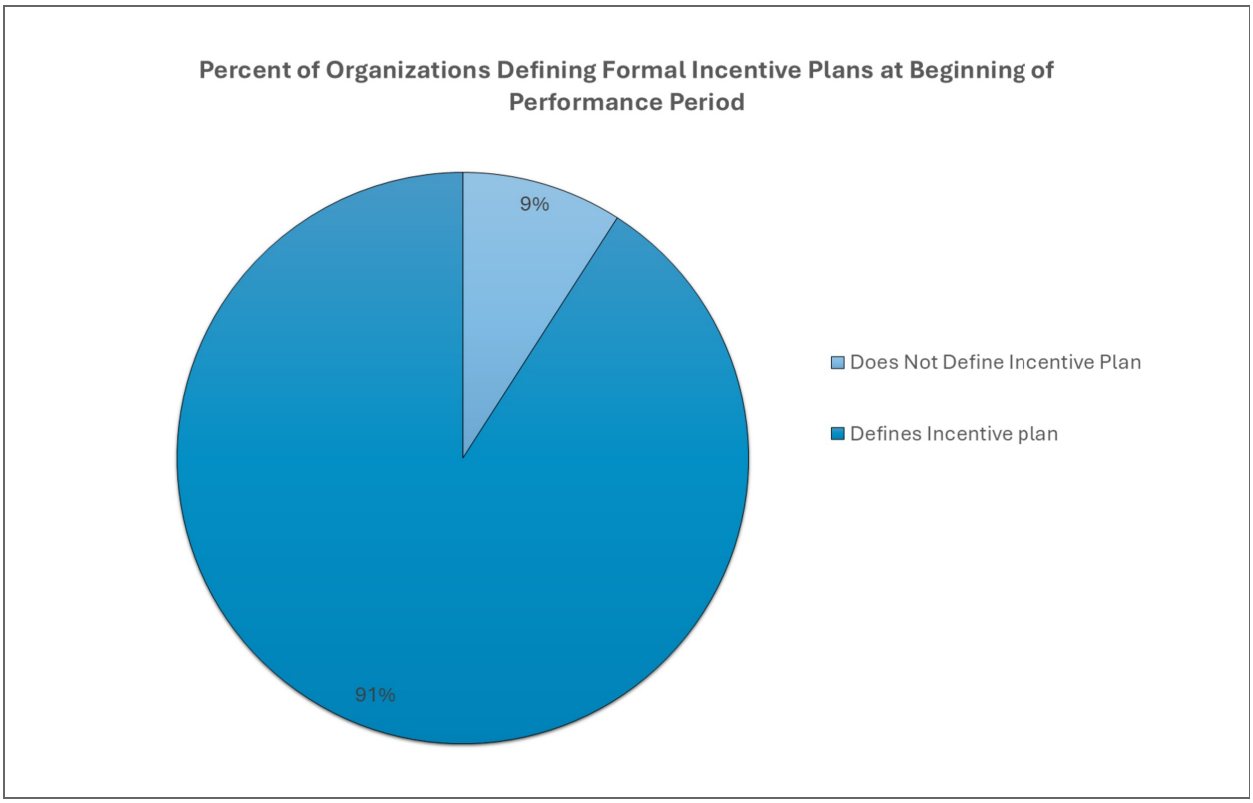
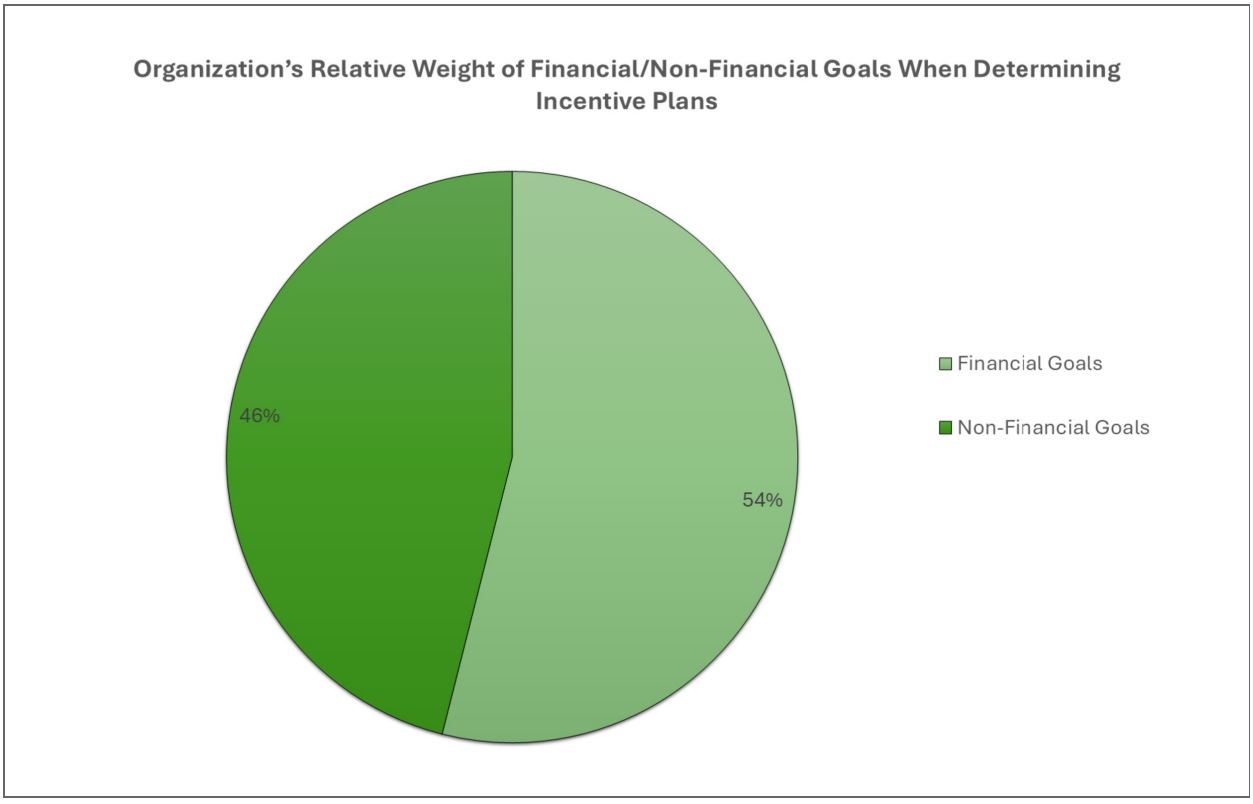
Participant Compensation Policies

Organizations having an incentive plan were also asked whether they define a formal incentive plan at the beginning of the employee performance period. Figure 28 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 29 displays the relative importance of financial goals compared to non-financial goals when creating a formal incentive plan.



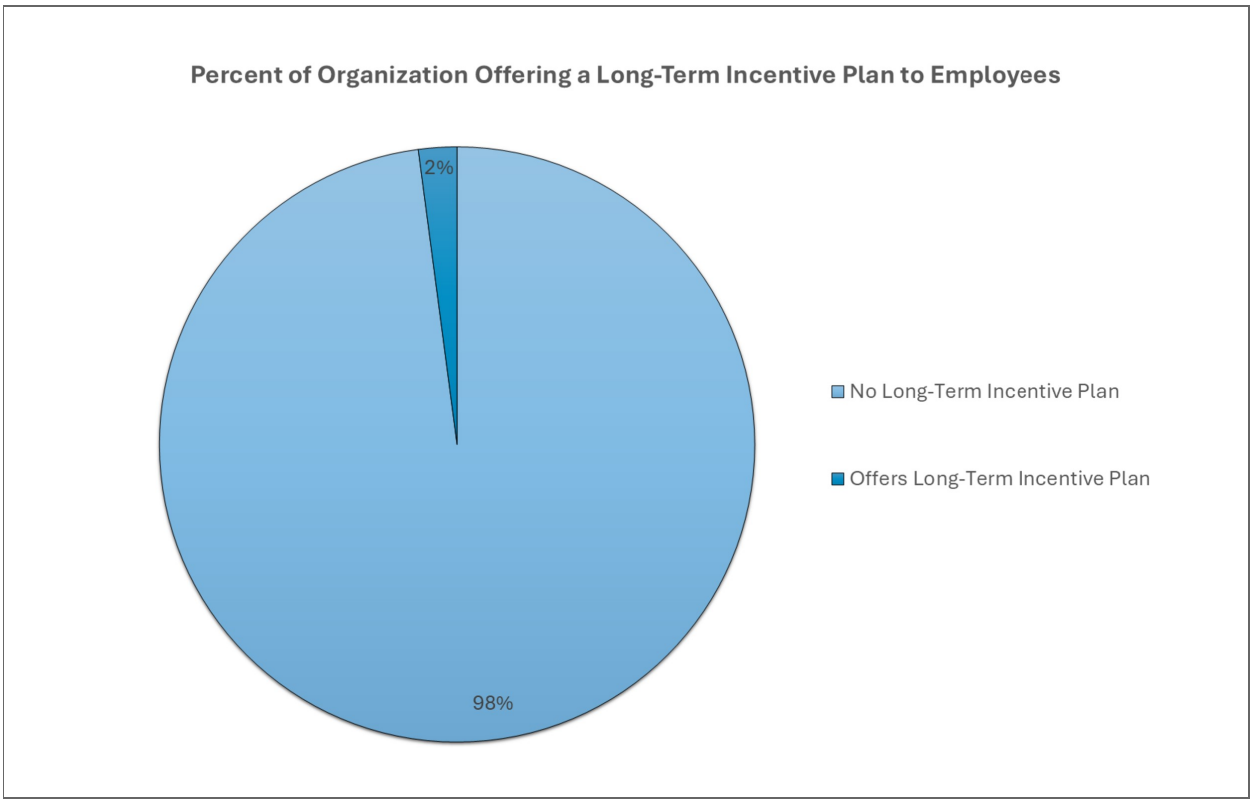
[Figure 28]



[Figure 29]

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, only a very small percentage of organizations affirmed having a long-term incentive plan, as Figure 30 demonstrates.



[Figure 30]

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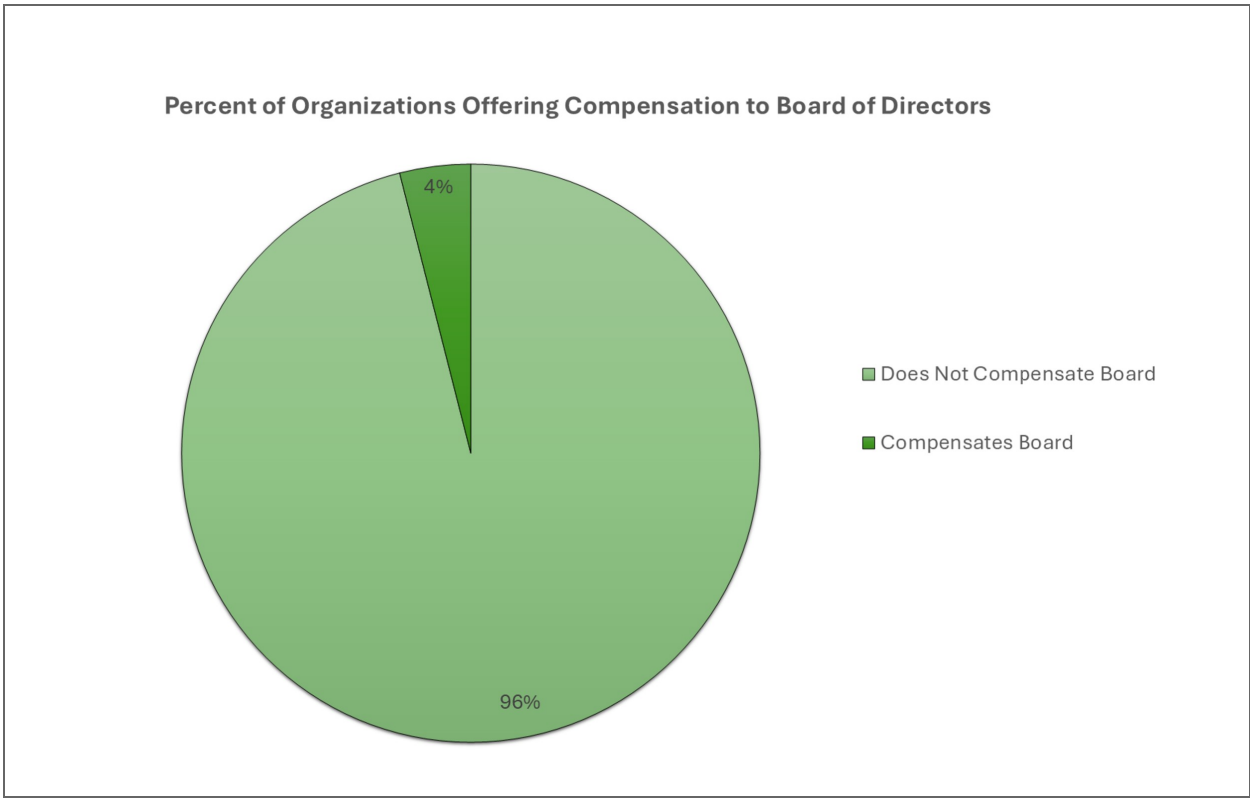
Participant Compensation Policies

Board Member Compensation

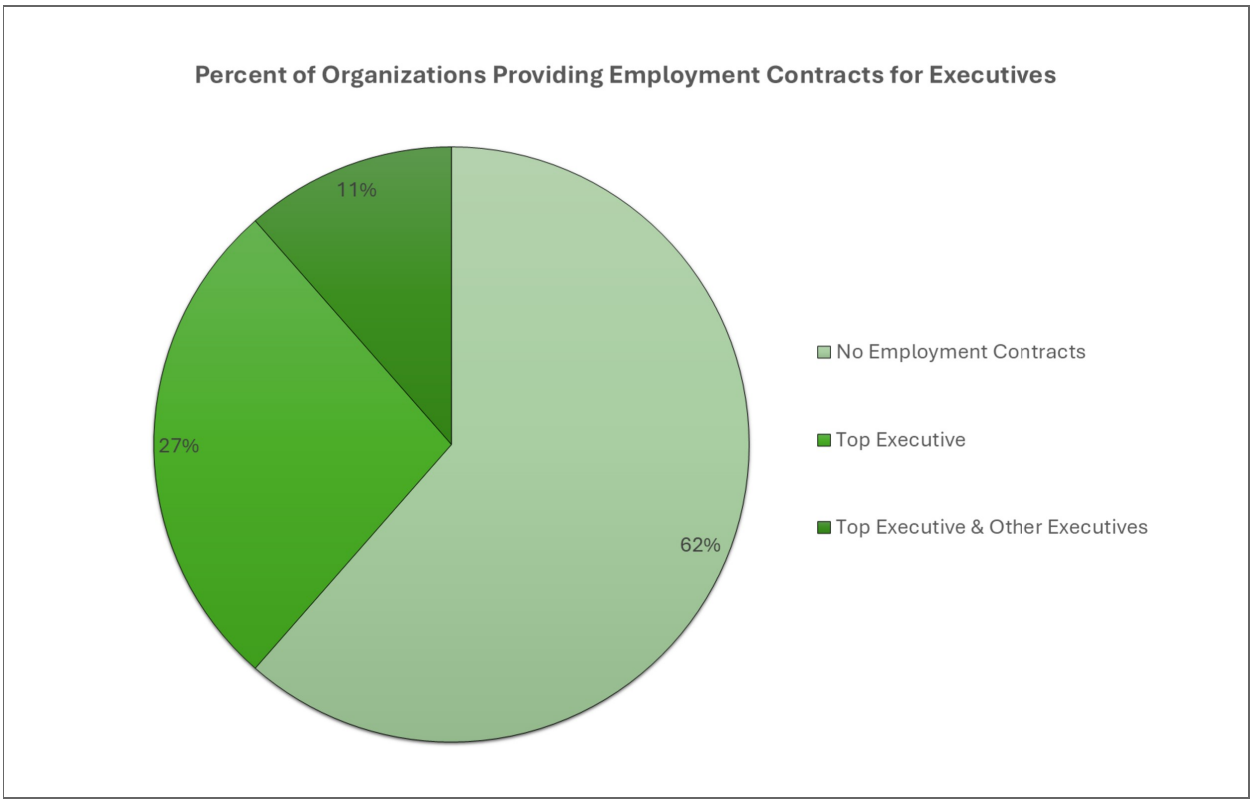
This section contains survey responses related to whether nonprofit organizations and associations compensate their board members. When we discuss board member compensation here, we are referring to compensation beyond expense reimbursement. Figure 31 displays the percent of organizations that provide compensation to their board.



[Figure 31]

Executive Benefits

This section contains survey responses related to proliferation of executive benefits at responding organizations. Figure 32 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 32]

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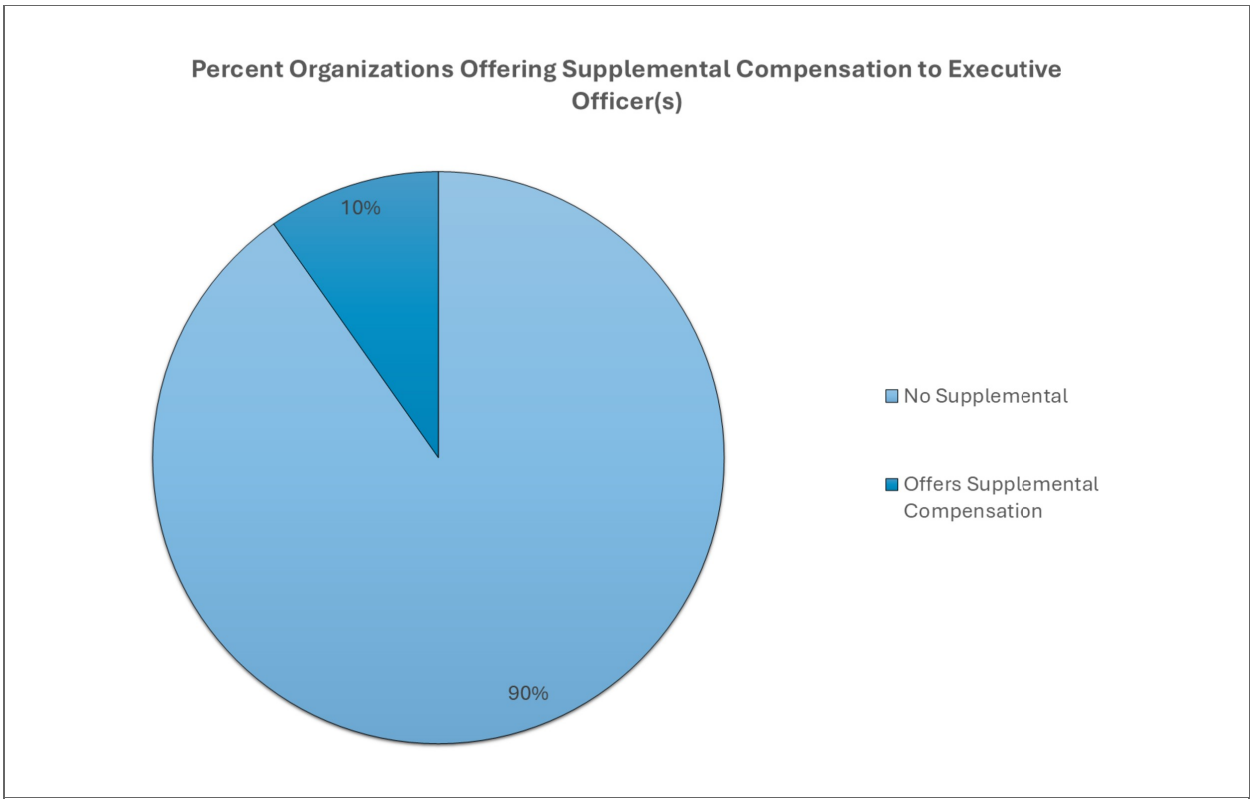
Executive Benefits

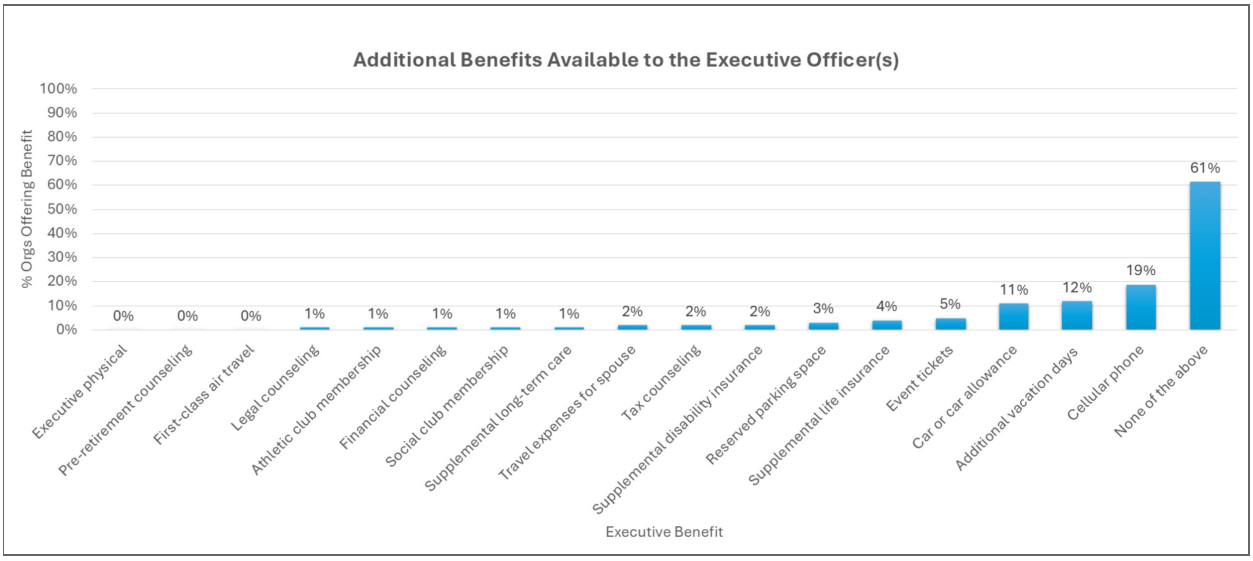
Figure 33 displays the percent of organizations offering supplemental compensation to Executive Officer(s).



[Figure 33]

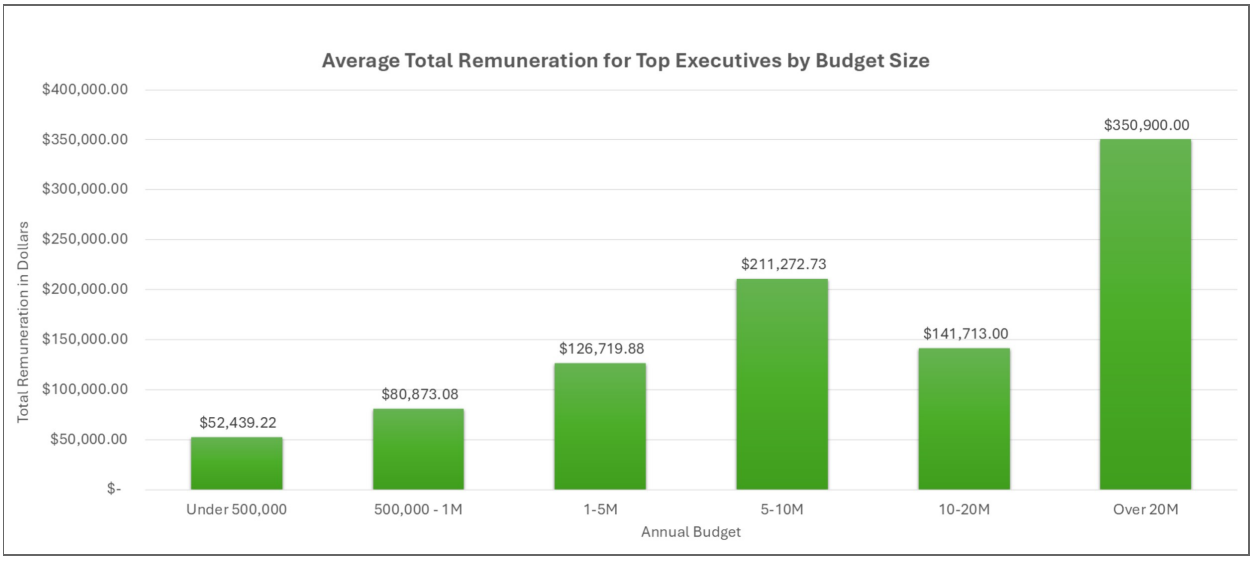
Executive Benefits

There are a great many benefits that are often offered to executives. Figure 34 displays a breakdown of proliferation of many such benefits among responding organizations.



[Figure 34]

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 35 displays this information according to organization budget size.



[Figure 35]

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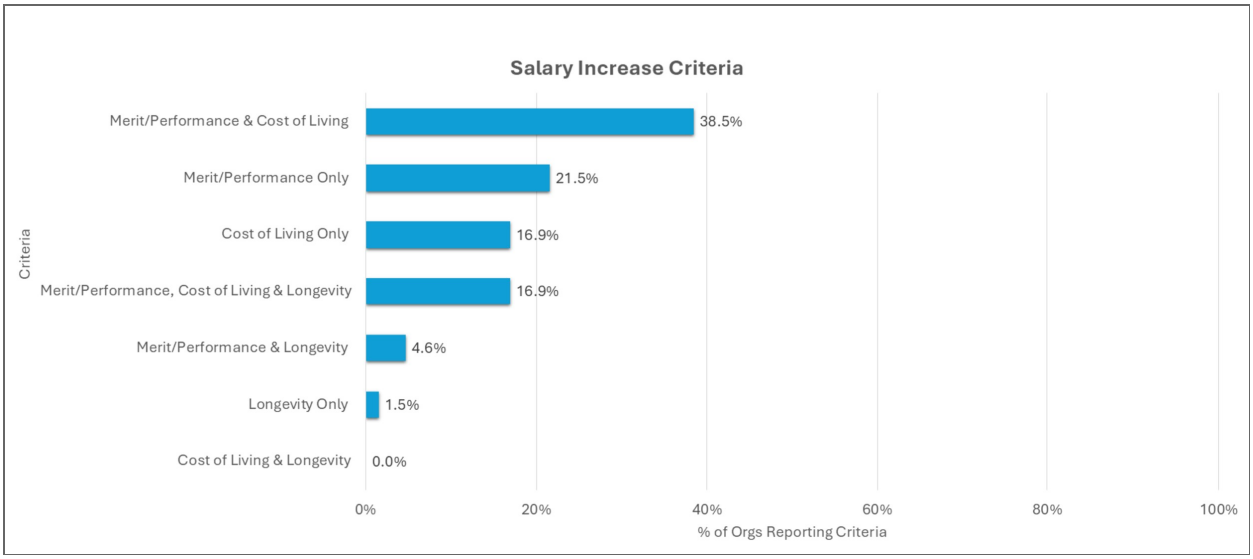
Salary Increase Criteria

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 59% 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 2025 by organizations considering each criterion shown.

Criteria Considered	Average % increase in 2025
Merit/Performance Only	2.84%
Cost of Living Only	3.00%
Longevity Only	1.00%
Merit/Performance & Cost of Living	4.32%
Merit/Performance & Longevity	3.15%
Cost of Living & Longevity	Not considered by any respondent
Merit/Performance, Cost of Living & Longevity	9.27%

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	2025	2022	2019
Superior Performance			
Non-Management	3.69%	4.86%	4.20%
Mid-Management	4.59%	3.76%	4.46%
Upper Management	4.93%	6.26%	4.90%
Above Average Performance			
Non-Management	3.18%	3.55%	2.90%
Mid-Management	3.82%	2.80%	3.01%
Upper Management	3.68%	4.10%	3.30%
Average Performance			
Non-Management	2.32%	2.20%	1.94%
Mid-Management	2.79%	1.85%	2.05%
Upper Management	2.86%	2.35%	2.21%
Below Average Performance			
Non-Management	0.96%	0.60%	0.32%
Mid-Management	0.61%	0.60%	0.32%
Upper Management	0.61%	0.60%	0.36%

Cost of Living Only

Job Level	2025	2022	2019
Non-Management	3.00%	4.34%	2.37%
Mid-Management	3.00%	4.34%	2.10%
Upper Management	3.00%	5.16%	2.37%

Merit/Performance & Cost of Living

Performance/Job Level	2025	2022	2019
Superior Performance			
Non-Management	6.08%	8.09%	5.25%
Mid-Management	5.63%	7.33%	5.03%
Upper Management	6.52%	7.40%	5.44%
Above Average Performance			
Non-Management	4.87%	7.09%	4.42%
Mid-Management	4.52%	4.97%	4.25%
Upper Management	5.10%	5.70%	4.50%
Average Performance			
Non-Management	3.80%	4.94%	3.10%
Mid-Management	3.85%	3.62%	3.02%
Upper Management	3.63%	4.01%	3.10%
Below Average Performance			
Non-Management	2.81%	3.89%	2.15%
Mid-Management	2.46%	2.77%	2.04%
Upper Management	2.62%	3.03%	2.17%

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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	18	-	-	-	-	-	-	-	47,651	48,092
108	Director, Finance	13	-	-	-	-	-	66,200	75,097	78,867	107,530
40	Manager, Accounting	9	-	-	-	-	-	72,666	-	75,007	90,558
37	Payroll Assistant	4	-	-	-	-	-	-	-	58,125	-
43	Purchasing Assistant	1	-	-	-	-	-	-	-	-	-
39	Staff Accountant	16	-	-	-	-	-	45,000	-	59,464	60,463
38	Supervisor, Accounting	4	-	-	-	-	-	-	-	-	75,221
159	Vice President, Finance	2	-	-	-	-	-	-	-	123,575	-
Administrative											
46	Intern (Annualized Salary)	1	-	-	-	-	-	-	-	-	-
6	Administrative Assistant	35	-	27,896	47,500	-	-	41,907	-	50,500	46,209
4	Administrative Secretary	1	-	-	-	-	-	-	-	-	-
32	Building Maintenance/Janitor	18	-	22,976	-	-	-	34,132	43,000	46,533	44,210
102	Director, Administration	23	-	-	60,193	-	-	67,273	-	67,143	-
5	Executive Secretary	11	-	-	-	-	-	-	-	67,750	62,277
33	Manager, Building Services	14	-	-	-	-	-	-	-	68,508	64,816
12	Office Assistant	9	-	-	-	-	-	41,500	-	43,142	38,500
7	Office Manager	16	-	-	43,426	-	-	44,000	50,280	56,472	-
1	Receptionist	20	-	-	-	-	-	37,121	-	36,302	38,355
2	Secretary - A	3	-	-	-	-	-	-	-	-	-
160	Driver	26	27,012	-	-	-	-	-	-	-	48,633
Communications/Marketing/Creative											
104	Director, Communications	11	-	-	-	-	-	-	76,500	59,645	75,776
74	Manager, Marketing	14	-	-	-	-	-	-	67,000	63,517	63,409
76	Manager, Public Relations	4	-	-	-	-	-	-	-	-	72,430
69	Production Manager	2	-	-	-	-	-	-	-	-	-
70	Staff Artist	4	-	-	-	-	-	-	-	-	69,663
158	Web & Social Media Director	12	33,540	23,600	-	46,300	-	-	-	-	67,631
161	Vice President, Communications	1	-	-	-	-	-	-	-	-	-
162	Director, Marketing	13	-	-	-	-	-	58,108	-	61,642	79,327
178	Vice President, Marketing	1	-	-	-	-	-	-	-	-	-
Executive Management											
163	Chief Executive Officer	79	35,480	65,178	76,438	73,949	109,272	121,647	147,768	198,270	194,718
164	Chief Financial Officer	12	-	-	-	-	-	-	-	119,984	145,280
165	Chief Operations Officer	24	-	-	-	-	-	86,859	86,550	116,125	133,005
167	Chief Information/Technology Officer	2	-	-	-	-	-	-	-	-	152,381
168	Chief Administrative Officer	3	-	-	-	-	-	-	-	-	-
174	Chief Marketing Officer	5	-	-	-	-	-	-	-	-	155,323
175	Chief Human Resources Officer	2	-	-	-	-	-	-	-	-	-
Government Relations/Legal/Policy											
120	Legislative Representative	1	-	-	-	-	-	-	-	-	-
124	Staff Attorney	5	-	-	-	-	-	-	-	-	-
169	Vice President, Government Relations	1	-	-	-	-	-	-	-	-	-
Human Resources/Benefits											
51	Benefits Specialist	2	-	-	-	-	-	-	-	-	-
112	Director, Human Resources	11	-	-	-	-	-	-	66,993	73,001	95,868
50	Employment Specialist	12	-	-	-	-	-	-	-	-	-
49	Human Resources Assistant	6	-	-	-	-	-	-	-	51,500	53,793
53	Manager, Human Resources	8	-	-	-	-	-	-	-	61,500	74,000
170	Vice President, Human Resources	1	-	-	-	-	-	-	-	-	-

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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											
125	Teacher (K-12)	49	-	-	-	-	-	-	-	-	-
126	Teaching Assistant (K-12)	14	-	-	-	-	-	-	-	32,126	-
127	Child Day Care Worker	47	-	-	-	-	-	-	-	42,913	-
128	Child Day Care Assistant	4	-	-	-	-	-	-	-	-	-
129	Trainer (Adult Education)	15	-	-	-	-	-	-	-	-	-
130	Trainer Assistant (Adult Education)	1	-	-	-	-	-	-	-	-	-
131	Direct Care Worker	74	-	-	-	-	-	-	36,519	-	-
133	Counselor	68	-	-	-	-	-	52,944	-	54,500	-
134	Social Worker – Master's Level	27	-	-	-	-	-	52,632	-	64,419	-
135	Social Worker – Bachelor's Level	58	-	-	-	-	-	50,109	39,364	50,398	50,163
136	Case Manager (non-supervisory)	155	-	-	-	-	-	45,139	47,914	49,681	52,351
137	Cook	6	-	-	-	-	-	43,018	-	-	-
Information Technology											
23	Data Entry Operator	3	-	-	-	-	-	-	-	47,713	-
111	Director, Information Technology	7	-	-	-	-	-	-	-	83,564	103,361
99	Help Desk Specialist	4	-	-	-	-	-	-	-	-	70,143
92	Web Developer/Network Specialist	2	-	-	-	-	-	-	-	54,001	-
90	Manager, Computer Operations	1	-	-	-	-	-	-	-	-	-
91	Manager, Computer Systems	1	-	-	-	-	-	-	-	-	-
98	Manager, Database Administration	2	-	-	-	-	-	-	-	-	-
86	Programmer	1	-	-	-	-	-	-	-	-	-
88	Systems Analyst	2	-	-	-	-	-	-	-	-	-
176	Data Analyst	11	-	-	-	-	-	-	-	54,625	60,821
Library/Editorial											
106	Director, Publications	1	-	-	-	-	-	-	-	-	-
72	Editor - A	1	-	-	-	-	-	-	-	-	-
Meetings/Conventions											
107	Director, Convention/Meetings	2	-	-	-	-	-	-	-	-	-
60	Manager, Convention/Meetings	1	-	-	-	-	-	-	-	-	-
Programs/Development											
84B	Development Associate	13	-	-	-	-	-	44,492	-	61,240	-
84A	Manager, Development/Fundraising	14	-	-	43,505	-	-	68,500	65,000	83,083	71,892
113	Director, Development/Fundraising	39	-	-	-	-	-	70,750	72,384	53,587	79,728
105	Director, Membership	2	-	-	-	-	-	-	-	-	-
47	Program Assistant	42	-	-	40,655	35,440	20,604	-	-	44,711	40,760
95	Program Director	53	39,850	64,544	59,500	63,040	-	63,875	-	80,872	90,784
96	Program Manager	60	-	-	51,427	59,866	-	64,631	53,321	58,481	65,884
138	Volunteer Coordinator	21	-	-	46,067	-	47,000	45,760	42,253	42,201	53,742
139	Program Coordinator	83	-	-	40,199	48,540	-	51,122	49,000	44,409	56,276
140	Grant Writer	17	-	-	-	-	-	-	-	63,755	64,747
171	Vice President, Development/Fundraising	10	-	-	-	-	-	-	-	120,697	141,134
Research/Education											
110	Director, Education	8	-	-	-	-	-	75,502	87,500	-	-
115	Director, Research	2	-	-	-	-	-	-	-	-	-
57	Manager, Education	5	-	-	-	-	-	-	59,521	-	-
80	Research Assistant	1	-	-	-	-	-	-	-	-	-
81	Research Associate	1	-	-	-	-	-	-	-	-	-
82	Research Fellow	0	-	-	-	-	-	-	-	-	-
61	Manager, Accreditation/Certification	1	-	-	-	-	-	-	-	-	-

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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	18	-	45,009	47,653	42,854
108	Director, Finance	13	65,929	121,796	74,514	-
40	Manager, Accounting	9	-	77,000	82,782	-
37	Payroll Assistant	4	-	-	52,750	-
43	Purchasing Assistant	1	-	-	-	-
39	Staff Accountant	16	-	45,000	58,410	-
38	Supervisor, Accounting	4	-	69,168	-	-
159	Vice President, Finance	2	-	-	123,575	-
Administrative						
46	Intern (Annualized Salary)	1	-	-	-	-
6	Administrative Assistant	35	38,368	40,838	48,999	-
4	Administrative Secretary	1	-	-	-	-
32	Building Maintenance/Janitor	18	-	36,369	45,671	45,233
102	Director, Administration	23	60,632	84,000	69,320	-
5	Executive Secretary	11	-	50,963	67,740	56,832
33	Manager, Building Services	14	-	65,693	64,436	-
12	Office Assistant	9	-	-	43,451	38,500
7	Office Manager	16	50,750	45,475	53,484	-
1	Receptionist	20	34,320	38,121	37,648	37,236
2	Secretary - A	3	-	-	-	-
160	Driver	26	27,012	-	47,165	-
Communications/Marketing/Creative						
104	Director, Communications	11	55,667	66,500	65,399	-
74	Manager, Marketing	14	-	49,997	64,387	61,938
76	Manager, Public Relations	4	-	-	-	-
69	Production Manager	2	-	-	-	-
70	Staff Artist	4	-	-	62,671	-
158	Web & Social Media Director	12	44,829	-	64,706	-
161	Vice President, Communications	1	-	-	-	-
162	Director, Marketing	13	-	58,108	68,918	-
178	Vice President, Marketing	1	-	-	-	-
Executive Management						
163	Chief Executive Officer	79	87,688	141,630	176,132	212,566
164	Chief Financial Officer	12	-	-	133,990	153,240
165	Chief Operations Officer	24	91,700	92,174	123,266	113,275
167	Chief Information/Technology Officer	2	-	-	-	152,381
168	Chief Administrative Officer	3	-	-	91,000	-
174	Chief Marketing Officer	5	-	87,750	131,823	-
175	Chief Human Resources Officer	2	-	-	-	-
Government Relations/Legal/Policy						
120	Legislative Representative	1	-	-	-	-
124	Staff Attorney	5	-	-	87,381	-
169	Vice President, Government Relations	1	-	-	-	-
Human Resources/Benefits						
51	Benefits Specialist	2	-	-	-	-
112	Director, Human Resources	11	-	72,000	78,435	-
50	Employment Specialist	12	-	-	-	-
49	Human Resources Assistant	6	-	-	51,294	56,499
53	Manager, Human Resources	8	-	-	65,286	-
170	Vice President, Human Resources	1	-	-	-	-

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Weighted Average Salaries Paid by Staff Size

Job #	Job Title	Total Emps.	Under 10	10-24	25-100	Over 100
Human Services						
125	Teacher (K-12)	49	44,867	-	55,242	-
126	Teaching Assistant (K-12)	14	34,067	-	32,589	-
127	Child Day Care Worker	47	-	-	38,979	-
128	Child Day Care Assistant	4	-	-	20,310	-
129	Trainer (Adult Education)	15	-	-	-	-
130	Trainer Assistant (Adult Education)	1	-	-	-	-
131	Direct Care Worker	74	-	-	36,474	-
133	Counselor	68	22,875	-	54,579	-
134	Social Worker – Master's Level	27	-	52,632	63,945	-
135	Social Worker – Bachelor's Level	58	-	50,109	46,161	48,994
136	Case Manager (non-supervisory)	155	45,260	47,723	50,026	52,139
137	Cook	6	-	-	37,000	-
Information Technology						
23	Data Entry Operator	3	-	-	47,713	-
111	Director, Information Technology	7	-	-	90,163	-
99	Help Desk Specialist	4	-	-	-	-
92	Web Developer/Network Specialist	2	-	-	54,001	-
90	Manager, Computer Operations	1	-	-	-	-
91	Manager, Computer Systems	1	-	-	-	-
98	Manager, Database Administration	2	-	-	-	-
86	Programmer	1	-	-	-	-
88	Systems Analyst	2	-	-	-	-
176	Data Analyst	11	-	-	56,161	-
Library/Editorial						
106	Director, Publications	1	-	-	-	-
72	Editor - A	1	-	-	-	-
Meetings/Conventions						
107	Director, Convention/Meetings	2	-	-	-	-
60	Manager, Convention/Meetings	1	-	-	-	-
Programs/Development						
84B	Development Associate	13	44,369	-	57,911	-
84A	Manager, Development/Fundraising	14	62,880	65,000	80,285	-
113	Director, Development/Fundraising	39	75,250	73,750	83,091	-
105	Director, Membership	2	52,500	-	-	-
47	Program Assistant	42	33,774	-	44,711	39,373
95	Program Director	53	54,958	69,583	76,629	93,323
96	Program Manager	60	53,928	-	59,027	65,747
138	Volunteer Coordinator	21	45,633	36,710	45,728	57,500
139	Program Coordinator	83	43,305	57,941	45,108	-
140	Grant Writer	17	-	-	63,019	61,560
171	Vice President, Development/Fundraising	10	-	121,000	133,303	130,056
Research/Education						
110	Director, Education	8	72,200	84,502	83,805	-
115	Director, Research	2	-	-	-	-
57	Manager, Education	5	55,021	-	61,500	-
80	Research Assistant	1	-	-	-	-
81	Research Associate	1	-	-	-	-
82	Research Fellow	0	-	-	-	-
61	Manager, Accreditation/Certification	1	-	-	-	-

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Weighted Average Salaries Paid by Organization Category

Job #	Job Title	Total Emps.	Animal Related	Arts, Culture, Humanities	Commun. Imprv. Capci. Build.	Dise. Disord. Medic. Discip.	Environment	Health & Human Serv.	Recreation & Sports	Other
Accounting/Finance										
35	Accounting Assistant	18	-	31,821	-	-	-	47,095	-	49,242
108	Director, Finance	13	-	-	123,750	-	-	68,800	-	-
40	Manager, Accounting	9	-	-	-	-	-	72,666	-	75,007
37	Payroll Assistant	4	-	-	-	-	-	54,622	-	-
43	Purchasing Assistant	1	-	-	-	-	-	-	-	-
39	Staff Accountant	16	-	61,677	-	-	-	54,212	-	65,773
38	Supervisor, Accounting	4	-	-	-	-	-	81,275	-	-
159	Vice President, Finance	2	-	-	-	-	-	-	-	-
Administrative										
46	Intern (Annualized Salary)	1	-	-	-	-	-	-	-	-
6	Administrative Assistant	35	-	-	-	-	41,500	45,025	-	-
4	Administrative Secretary	1	-	-	-	-	-	-	-	-
32	Building Maintenance/Janitor	18	-	33,367	-	-	-	43,150	-	-
102	Director, Administration	23	-	69,200	-	-	-	72,700	-	57,333
5	Executive Secretary	11	-	-	-	-	-	60,444	-	69,500
33	Manager, Building Services	14	-	54,693	-	-	-	64,317	-	68,010
12	Office Assistant	9	-	-	-	-	-	42,250	-	41,236
7	Office Manager	16	-	-	-	-	-	49,513	-	63,054
1	Receptionist	20	-	37,829	-	-	-	37,908	-	37,048
2	Secretary - A	3	-	-	-	-	-	-	-	-
160	Driver	26	-	-	-	-	-	44,702	-	-
Communications/Marketing/Creative										
104	Director, Communications	11	-	58,710	-	-	-	71,756	-	-
74	Manager, Marketing	14	-	28,320	-	-	-	62,823	-	68,197
76	Manager, Public Relations	4	-	-	-	-	-	52,953	-	-
69	Production Manager	2	-	-	-	-	-	-	-	-
70	Staff Artist	4	-	-	-	-	-	-	-	-
158	Web & Social Media Director	12	-	53,268	-	-	-	57,783	-	-
161	Vice President, Communications	1	-	-	-	-	-	-	-	-
162	Director, Marketing	13	-	54,106	-	-	-	73,200	-	-
178	Vice President, Marketing	1	-	-	-	-	-	-	-	-
Executive Management										
163	Chief Executive Officer	79	127,120	102,056	139,333	-	74,500	126,257	-	155,477
164	Chief Financial Officer	12	-	130,367	-	-	-	135,510	-	140,453
165	Chief Operations Officer	24	-	122,618	-	-	-	101,285	-	116,717
167	Chief Information/Technology Officer	2	-	-	-	-	-	-	-	-
168	Chief Administrative Officer	3	-	-	-	-	-	123,333	-	-
174	Chief Marketing Officer	5	-	-	-	-	-	119,333	-	-
175	Chief Human Resources Officer	2	-	-	-	-	-	-	-	135,361
Government Relations/Legal/Policy										
120	Legislative Representative	1	-	-	-	-	-	-	-	-
124	Staff Attorney	5	-	-	-	-	-	87,381	-	-
169	Vice President, Government Relations	1	-	-	-	-	-	-	-	-
Human Resources/Benefits										
51	Benefits Specialist	2	-	-	-	-	-	-	-	-
112	Director, Human Resources	11	-	-	-	-	-	72,870	-	71,002
50	Employment Specialist	12	-	-	-	-	-	-	-	-
49	Human Resources Assistant	6	-	-	-	-	-	49,933	-	-
Organization Category Reference:		8	-	-	-	-	-	74,750	-	47,000

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

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Weighted Average Salaries Paid by Organization Category

Job #	Job Title	Total Emps.	Animal Related	Arts, Culture, Humanities	Commun. Imprv. Capci. Build.	Dise. Disord. Medic. Discip.	Environment	Health & Human Serv.	Recreation & Sports	Other
Human Services										
125	Teacher (K-12)	49	-	-	-	-	-	-	-	-
126	Teaching Assistant (K-12)	14	-	-	-	-	-	-	-	-
127	Child Day Care Worker	47	-	-	-	-	-	43,222	-	-
128	Child Day Care Assistant	4	-	-	-	-	-	20,310	-	-
129	Trainer (Adult Education)	15	-	-	-	-	-	-	-	-
130	Trainer Assistant (Adult Education)	1	-	-	-	-	-	-	-	-
131	Direct Care Worker	74	-	-	-	-	-	36,726	-	-
133	Counselor	68	-	-	-	-	-	53,396	-	-
134	Social Worker – Master's Level	27	-	-	-	-	-	62,220	-	-
135	Social Worker – Bachelor's Level	58	-	-	-	-	-	48,098	-	-
136	Case Manager (non-supervisory)	155	-	-	-	-	-	49,960	-	47,766
137	Cook	6	-	-	-	-	-	41,014	-	-
Information Technology										
23	Data Entry Operator	3	-	-	-	-	-	45,250	-	-
111	Director, Information Technology	7	-	103,361	-	-	-	75,000	-	92,129
99	Help Desk Specialist	4	-	-	-	-	-	-	-	-
92	Web Developer/Network Specialist	2	-	-	-	-	-	-	-	-
90	Manager, Computer Operations	1	-	-	-	-	-	-	-	-
91	Manager, Computer Systems	1	-	-	-	-	-	-	-	-
98	Manager, Database Administration	2	-	-	-	-	-	-	-	-
86	Programmer	1	-	-	-	-	-	-	-	-
88	Systems Analyst	2	-	-	-	-	-	-	-	-
176	Data Analyst	11	-	-	-	-	-	53,999	-	-
Library/Editorial										
106	Director, Publications	1	-	-	-	-	-	-	-	-
72	Editor - A	1	-	-	-	-	-	-	-	-
Meetings/Conventions										
107	Director, Convention/Meetings	2	-	-	-	-	-	-	-	-
60	Manager, Convention/Meetings	1	-	-	-	-	-	-	-	-
Programs/Development										
84B	Development Associate	13	-	-	-	-	-	52,207	-	-
84A	Manager, Development/Fundraising	14	-	51,344	-	-	-	80,125	-	-
113	Director, Development/Fundraising	39	-	95,654	-	-	-	69,961	-	54,750
105	Director, Membership	2	-	-	-	-	-	-	-	-
47	Program Assistant	42	-	-	-	-	-	44,036	-	19,691
95	Program Director	53	-	46,806	80,000	-	-	72,084	-	93,858
96	Program Manager	60	-	-	-	-	-	58,328	-	65,858
138	Volunteer Coordinator	21	-	-	-	-	-	46,796	-	-
139	Program Coordinator	83	-	-	60,625	-	-	43,998	-	51,522
140	Grant Writer	17	-	-	-	-	-	57,219	-	-
171	Vice President, Development/Fundraising	10	-	152,211	-	-	-	107,763	-	-
Research/Education										
110	Director, Education	8	-	64,219	-	-	-	-	-	-
115	Director, Research	2	-	-	-	-	-	-	-	-
57	Manager, Education	5	-	-	-	-	-	-	-	-
80	Research Assistant	1	-	-	-	-	-	-	-	-
81	Research Associate	1	-	-	-	-	-	-	-	-
82	Research Fellow	0	-	-	-	-	-	-	-	-
Organization Category Reference:		1	-	-	-	-	-	-	-	-

Trade / Prof. Assn. = Trade & Professional Associations
Sci. / Research = Scientific Societies & Research Institutes
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Public Benefit / Cons. = Public Benefit & Conservation Organizations
Other = Other Organizations

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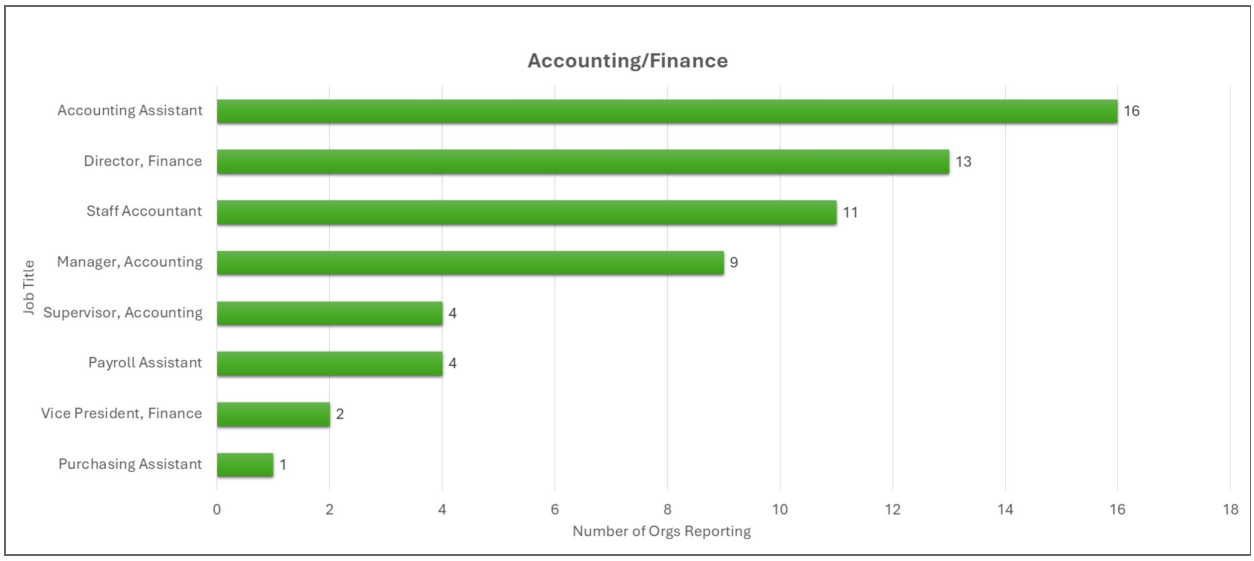
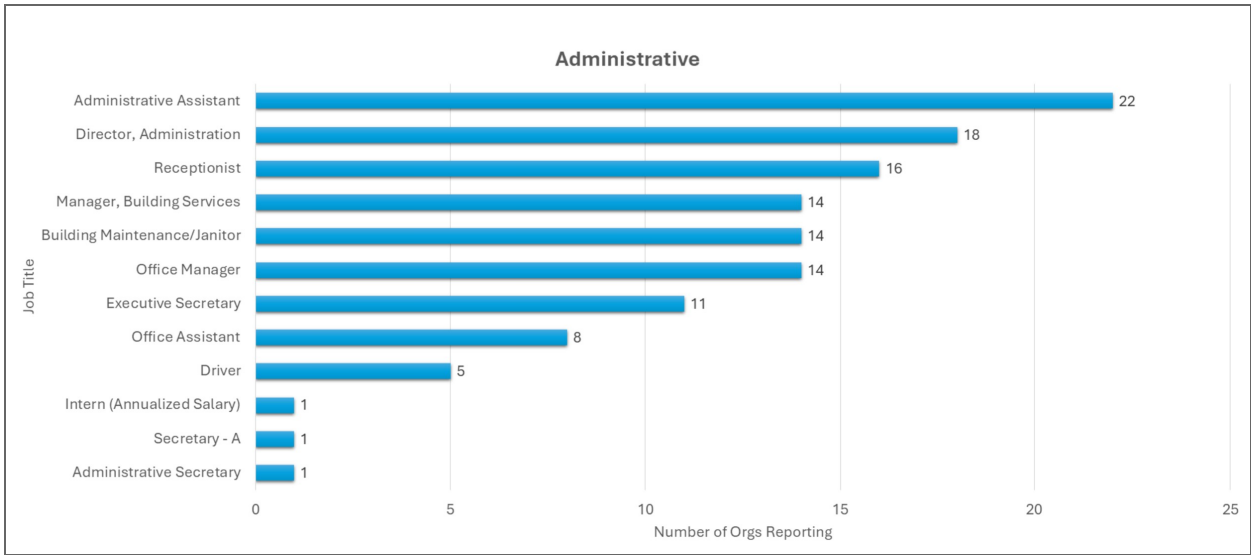
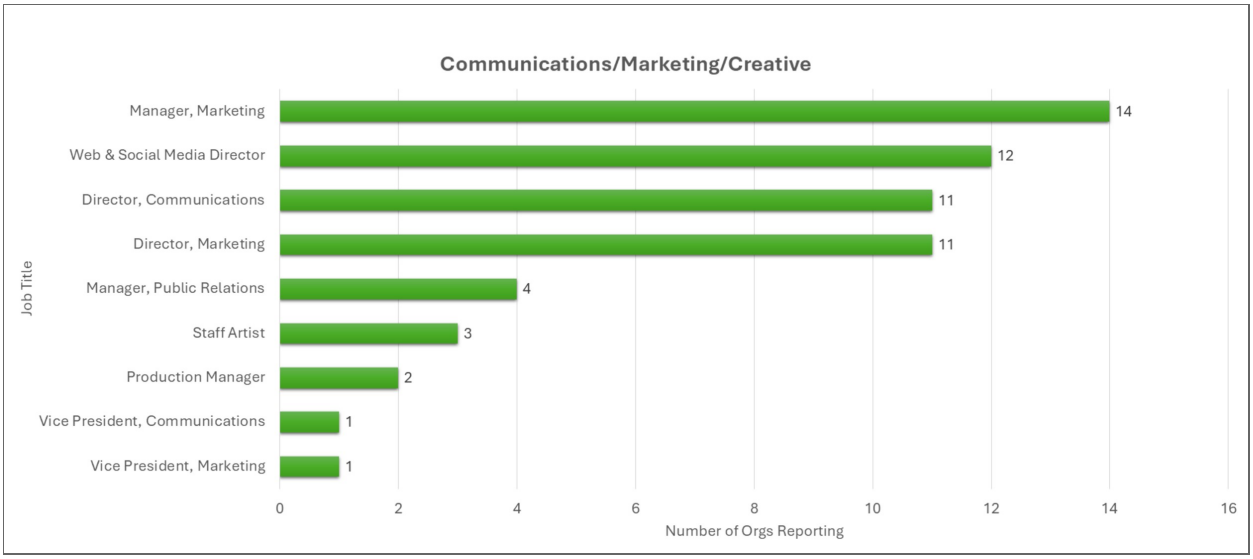
Participation by Job Category

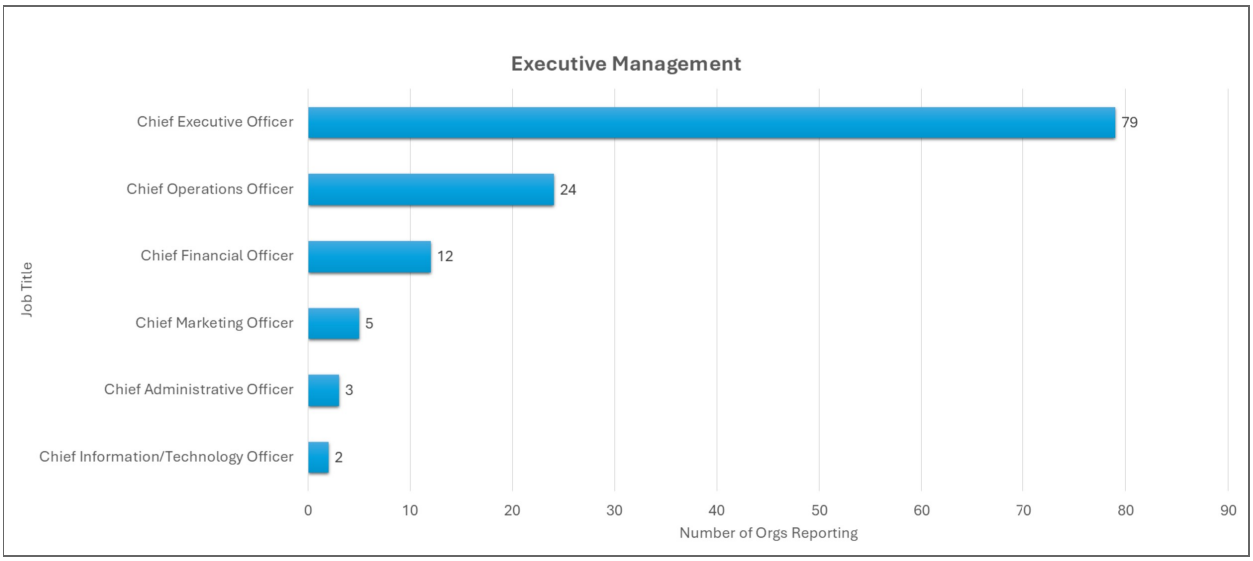
This section contains a series of graphs which provide the number of responding organizations reporting a particular job title. As such, figures in this section are not necessarily indicative of the number of employees for a job title. For example, an organization having 5 administrative assistants will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





Participation by Job Category





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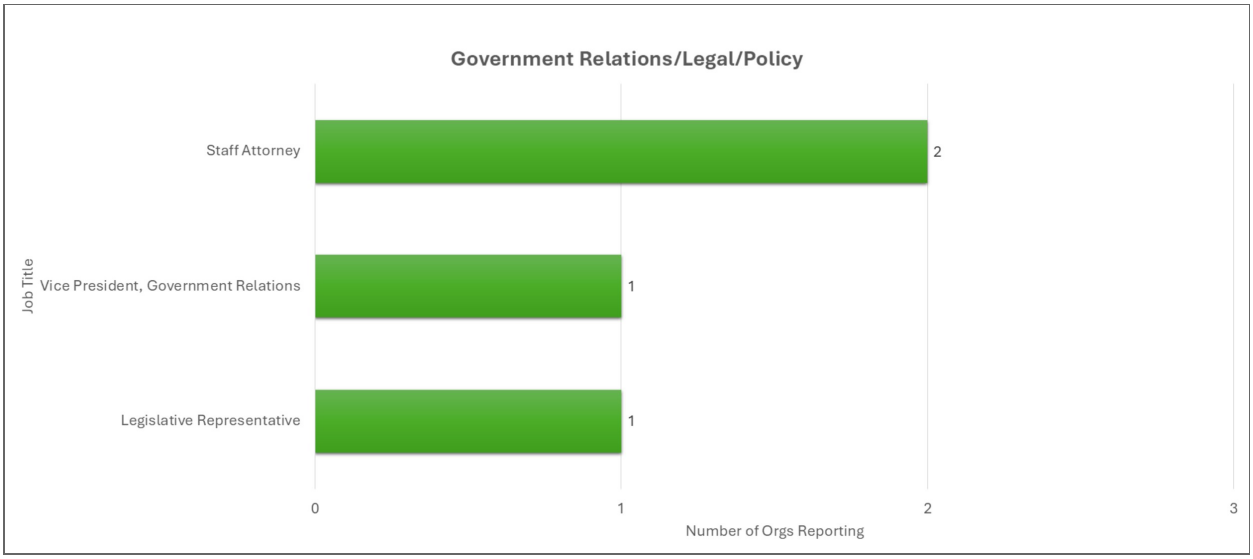
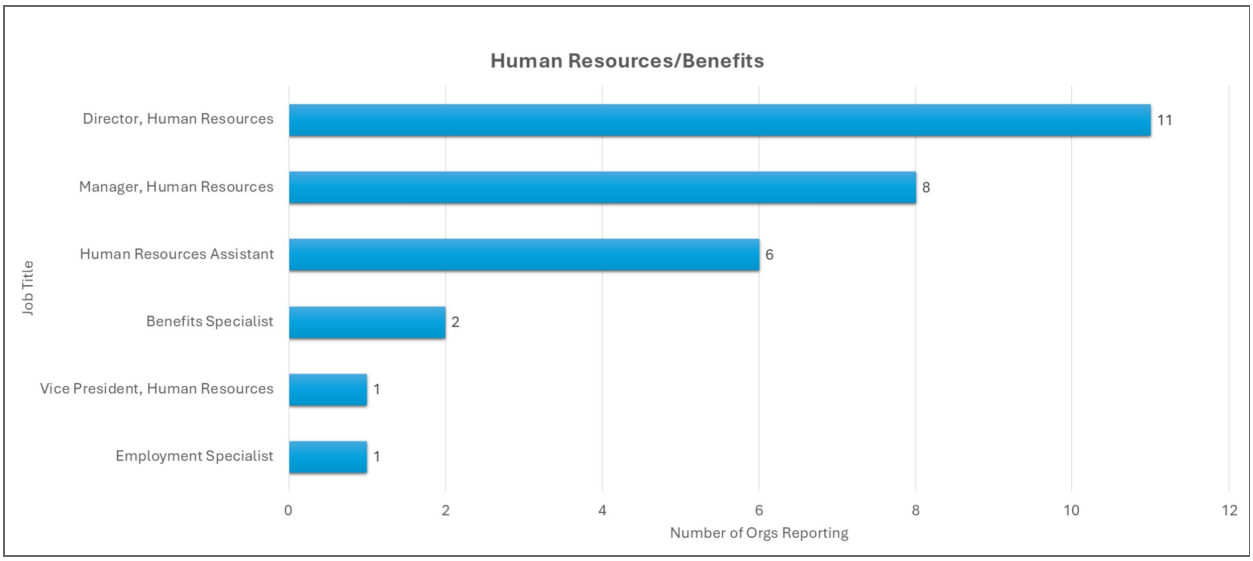
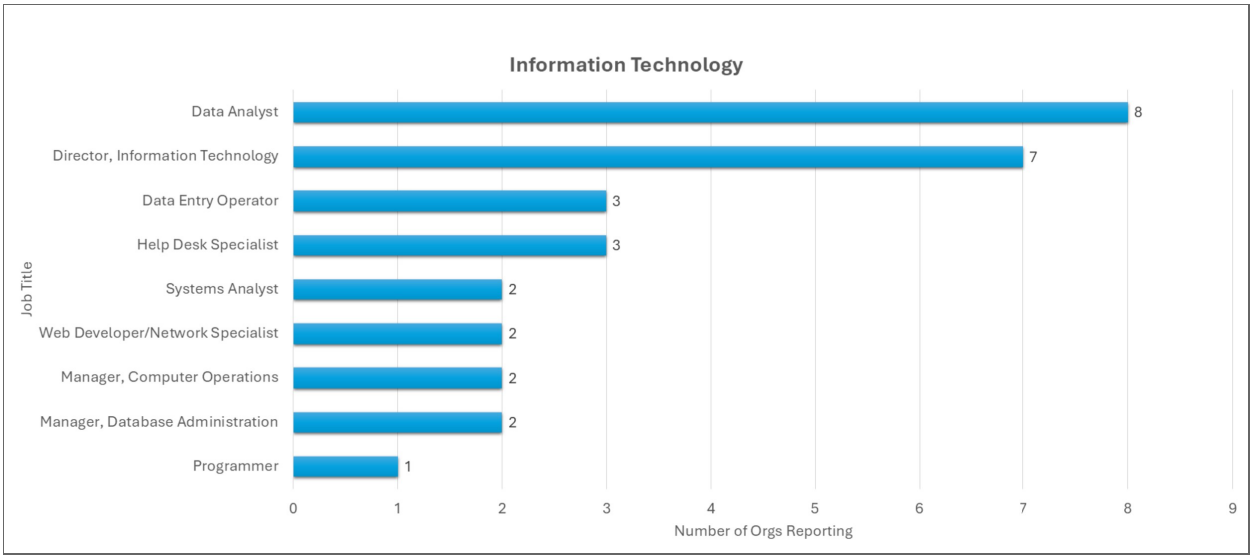
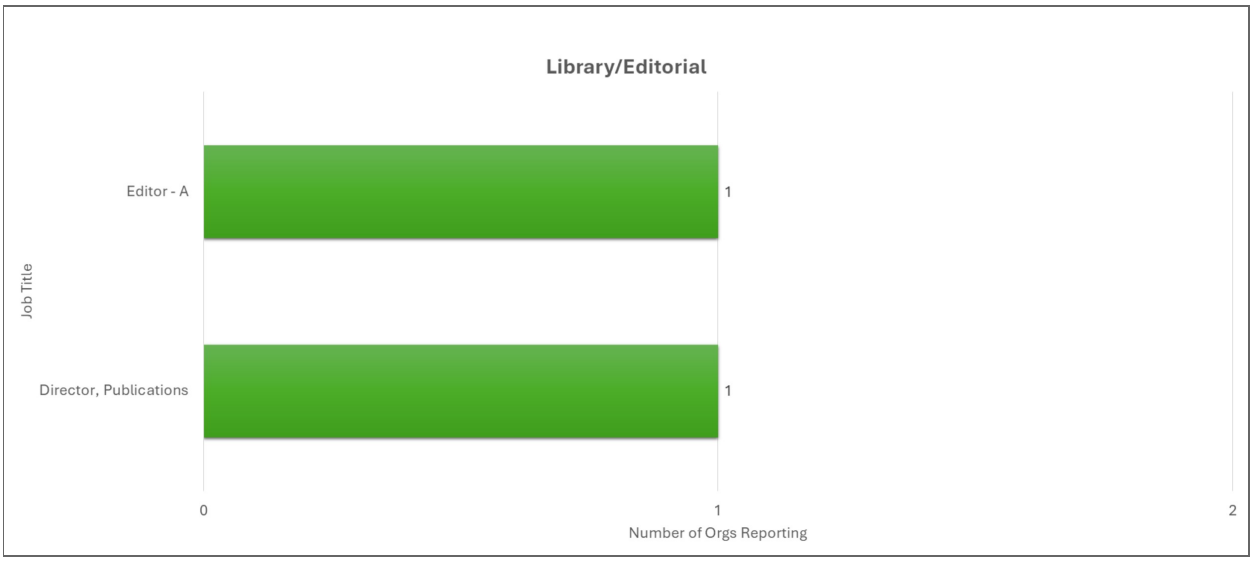
Participation by Job Category





Participation by Job Category





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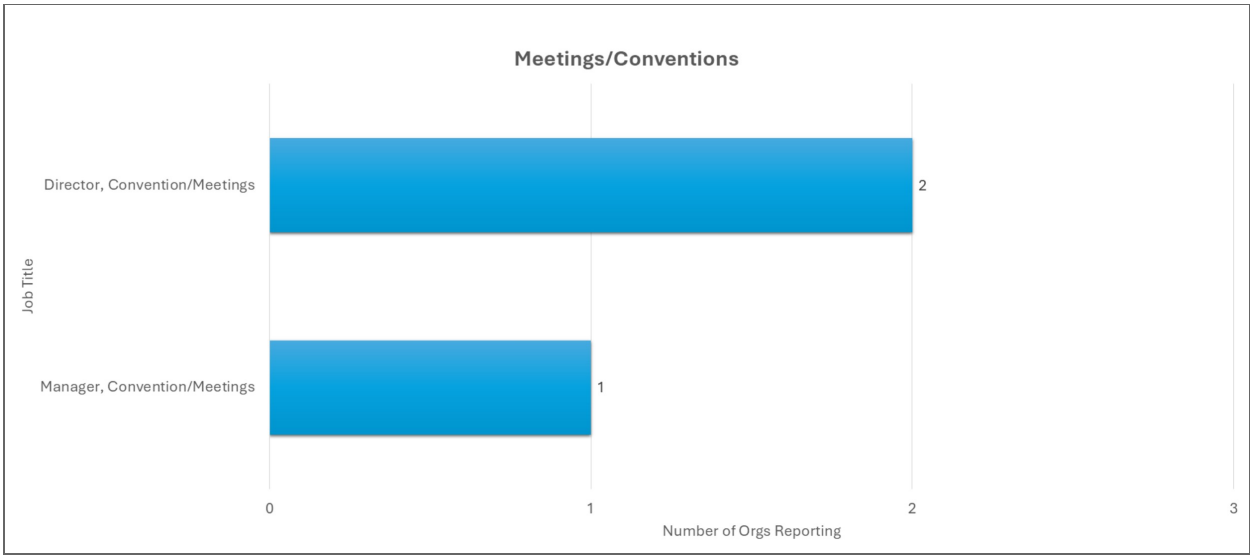
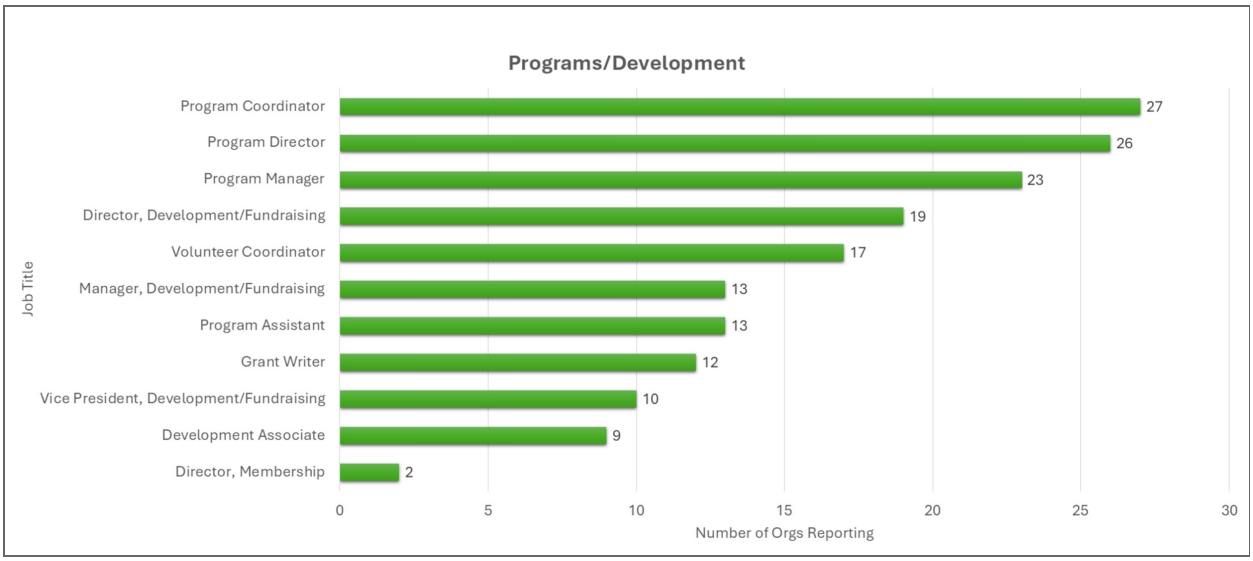
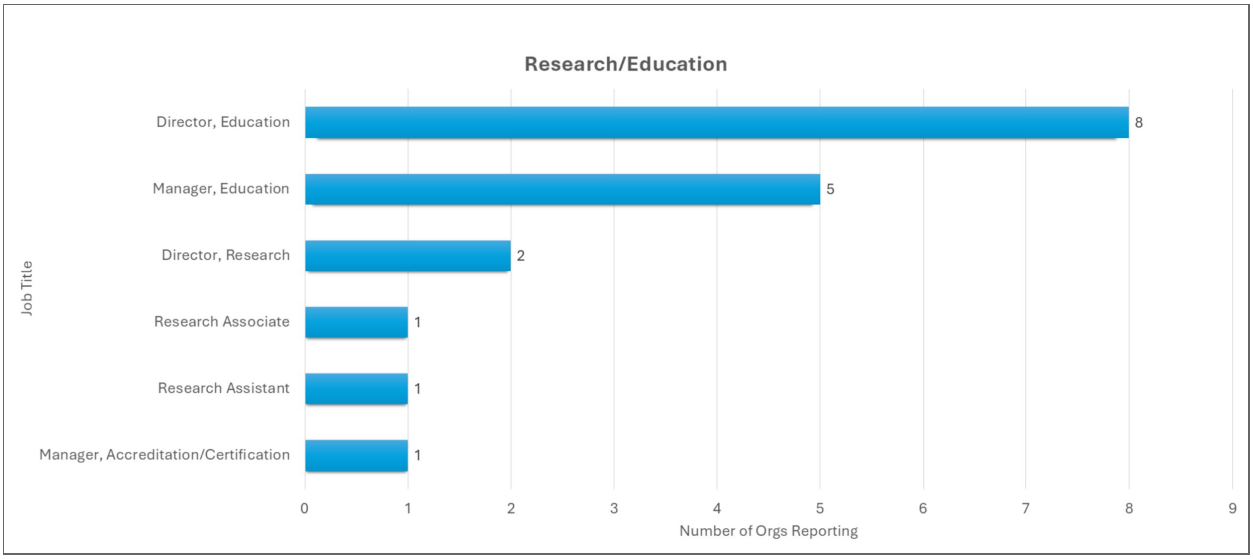
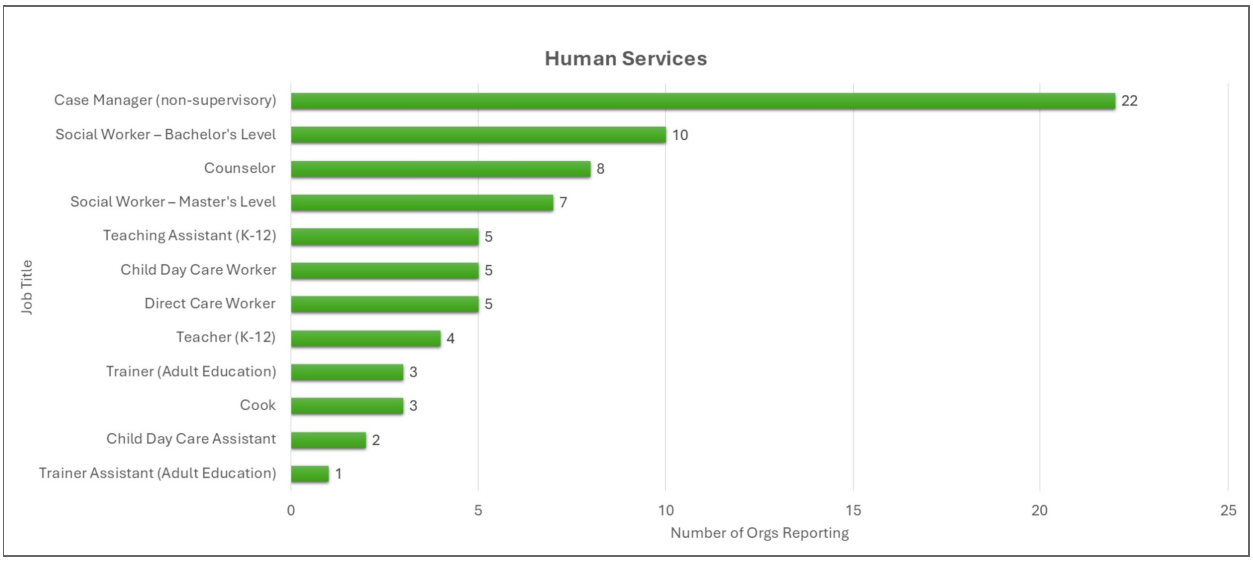
Participation by Job Category





Participation by Job Category





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Job Number: ***163*** Job Title: ***Chief Executive Officer***

This is the top paid position within the organization and, it may have a direct reporting relationship to the Board of Directors. The individual 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 time personally directing the efforts of one or two program areas.

Overall Position Data Highlights:			
Total Employees:	79	MIN:	16,000
Group Average (Weighted & Trimmed):	118,197	1st Quartile:	67,730
% Orgs Paying Bonus:	43%	Median:	109,600
% Eligible Employees Receiving Bonus:	60%	3rd Quartile:	153,347
Average Bonus:	8,458 (5.32%)	MAX:	284,004

Weighted Average Salaries & Bonuses Paid By County

Sarasota	Manatee	Charlotte
117,876	123,762	93,640
9,539 (5.76%)	-	8,167 (6.35%)

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 and typically at least three or more critical business administration functions (e.g., human resources, real estate, IT, risk management, etc.).

Overall Position Data Highlights:			
Group Average:	123,333	% Orgs Paying Bonus:	33%
Group Median:	98,000	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	123,333	Average Bonus:	8,000 (4.26%)

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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. The individual 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:			
Total Employees:	12	MIN:	56,100
Group Average (Weighted & Trimmed):	127,308	1st Quartile:	97,400
% Orgs Paying Bonus:	50%	Median:	130,625
% Eligible Employees Receiving Bonus:	100%	3rd Quartile:	148,760
Average Bonus:	7,879 (5.80%)	MAX:	205,000

Weighted Average Salaries & Bonuses Paid By County

Sarasota	Manatee	Charlotte
125,170	153,240	-
8,180 (6.26%)	-	-

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:	152,381	% Orgs Paying Bonus:	50%
Group Median:	152,381	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	152,381	Average Bonus:	10,000 (6.49%)

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Job Number: ***165*** Job Title: ***Chief Operations Officer***

This is a single incumbent position that will report to the Chief Executive Officer. The individual will typically be the second 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.). Essentially the individual is a critical business leader and adviser to the CEO and the Board.

Overall Position Data Highlights:			
Total Employees:	24	MIN:	60,320
Group Average (Weighted & Trimmed):	108,124	1st Quartile:	78,400
% Orgs Paying Bonus:	56%	Median:	100,000
% Eligible Employees Receiving Bonus:	93%	3rd Quartile:	128,600
Average Bonus:	5,346 (4.58%)	MAX:	168,053

Weighted Average Salaries & Bonuses Paid By County

Sarasota	Manatee	Charlotte
103,482	109,975	-
4,792 (4.50%)	10,125 (7.99%)	-

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 that govern most situations.

Overall Position Data Highlights:			
Total Employees:	18	MIN:	19,800
Group Average (Weighted & Trimmed):	44,332	1st Quartile:	37,440
% Orgs Paying Bonus:	38%	Median:	43,368
% Eligible Employees Receiving Bonus:	83%	3rd Quartile:	51,183
Average Bonus:	550 (1.32%)	MAX:	63,892

Weighted Average Salaries & Bonuses Paid By County

Sarasota	Manatee	Charlotte
51,687	38,630	38,266
750 (1.50%)	-	417 (1.19%)

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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:			
Total Employees:	13	MIN:	50,000
Group Average (Weighted & Trimmed):	80,152	1st Quartile:	61,501
% Orgs Paying Bonus:	62%	Median:	79,000
% Eligible Employees Receiving Bonus:	88%	3rd Quartile:	86,046
Average Bonus:	1,350 (1.61%)	MAX:	157,500

Weighted Average Salaries & Bonuses Paid By County

Sarasota	Manatee	Charlotte
92,330	67,000	-
1,175 (1.35%)	1,375 (1.76%)	-

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Job Number: ***40*** Job Title: ***Manager, Accounting***

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

Responsible for monitoring the effectiveness and cost of accounting operations; reviews, audits, and/or approves entries into the accounting records; checks on all bank accounts in accordance with established policies; and 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 ensure that accounting records, financial statements, and reports 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:	73,236	% Orgs Paying Bonus:	22%
Group Median:	78,000	% Eligible Employees Receiving Bonus:	50%
Weighted Average:	73,236	Average Bonus:	2,159 (3.00%)

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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:	54,622	% Orgs Paying Bonus:	50%
Group Median:	54,119	% Eligible Employees Receiving Bonus:	50%
Weighted Average:	54,622	Average Bonus:	1,500 (2.20%)

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, and 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 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 purchases 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:	41,808	% Orgs Paying Bonus:	-
Group Median:	41,808	% Eligible Employees Receiving Bonus:	-
Weighted Average:	41,808	Average Bonus:	-

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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, and 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 yearend 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, and 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:	56,086	% Orgs Paying Bonus:	45%
Group Median:	52,520	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	56,101	Average Bonus:	1,540 (2.44%)

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 and changes for various deductions and 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:	75,221	% Orgs Paying Bonus:	-
Group Median:	73,680	% Eligible Employees Receiving Bonus:	-
Weighted Average:	75,221	Average Bonus:	-

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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:	123,575	% Orgs Paying Bonus:	100%
Group Median:	123,575	% Eligible Employees Receiving Bonus:	50%
Weighted Average:	123,575	Average Bonus:	10,000 (6.66%)

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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 supportlevel 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, and assembling and distributing agenda materials. Attends meetings to take notes, draft initiatives discussed, and circulate drafts for revision/approvals.

Recruits, screens, interviews, and assists in selecting all supportlevel 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 and 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 include taking minutes and preparing chairmen's reports, answering member/attendee inquiries, and to resolving minor problems with hotel personnel.

Overall Position Data Highlights:			
Total Employees:	35	MIN:	16,000
Group Average (Weighted & Trimmed):	42,424	1st Quartile:	31,460
% Orgs Paying Bonus:	22%	Median:	42,640
% Eligible Employees Receiving Bonus:	100%	3rd Quartile:	48,500
Average Bonus:	597 (1.31%)	MAX:	70,000

Weighted Average Salaries & Bonuses Paid By County

Sarasota	Manatee	Charlotte
40,285	43,134	-
738 (1.83%)	225 (0.48%)	-

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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, and assembling and distributing agenda materials. Attends meetings to take notes, draft initiatives discussed and circulates drafts for revision/approvals.

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

May assist in selecting supportlevel 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:	15,080	% Orgs Paying Bonus:	-
Group Median:	15,080	% Eligible Employees Receiving Bonus:	-
Weighted Average:	15,080	Average Bonus:	-

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

Performs a variety of general and semiskilled tasks and assignments within the building and offices 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 and 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 pickup and delivery trips associated with maintenance tasks.

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

Overall Position Data Highlights:			
Total Employees:	18	MIN:	16,000
Group Average (Weighted & Trimmed):	40,849	1st Quartile:	34,263
% Orgs Paying Bonus:	21%	Median:	42,432
% Eligible Employees Receiving Bonus:	100%	3rd Quartile:	48,500
Average Bonus:	750 (1.74%)	MAX:	52,000

Weighted Average Salaries & Bonuses Paid By County

Sarasota	Manatee	Charlotte
45,170	29,575	-
750 (1.74%)	-	-

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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:			
Total Employees:	23	MIN:	36,000
Group Average (Weighted & Trimmed):	66,441	1st Quartile:	51,610
% Orgs Paying Bonus:	39%	Median:	61,500
% Eligible Employees Receiving Bonus:	100%	3rd Quartile:	72,750
Average Bonus:	1,079 (1.41%)	MAX:	110,000

Weighted Average Salaries & Bonuses Paid By County

Sarasota	Manatee	Charlotte
69,292	60,872	53,250
852 (1.39%)	225 (0.40%)	-

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 chainups, and minor repairs as needed while on the road.

Keeps the interior and exterior of vehicle clean.

Overall Position Data Highlights:			
Group Average:	39,664	% Orgs Paying Bonus:	20%
Group Median:	40,560	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	44,065	Average Bonus:	500 (1.04%)

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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. Postmeeting 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 on 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 onsite 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:	61,366	% Orgs Paying Bonus:	36%
Group Median:	60,000	% Eligible Employees Receiving Bonus:	50%
Weighted Average:	61,366	Average Bonus:	7,833 (12.07%)

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Job Number: ***46*** Job Title: ***Intern (Annualized Salary)***

Intern positions exist to make use of the training and abilities of undergraduate and graduate students in developing special projects or studies for the organization. Students can relate their education and training to particular subject areas in providing what might be termed "miniconsultant" services. These are generally short term, high impact projects. The projects may consist of special efforts directed toward particular objectives, or supplement existing department operations. Interns are assigned to a specific department or division within the organization to develop a project as defined by that department. The most important aspect of this position is the analytical ability necessary to define, organize, develop, and complete the project within established guidelines. A project can involve developing programs, preparing and administering surveys, compiling and condensing information for programs or proposals, or studying the effects of changes or new projects. Developing projects generally include researching information, conducting interviews with internal or external personnel, drafting progress reports and recommendations, and meeting with departmental and/or other staff personnel in reporting on and discussing the project. Recommendations might include information sources to be used, areas within the project that are to be extensively developed, or new aspects that should be included in the development of the project.

Overall Position Data Highlights:			
Group Average:	23,659	% Orgs Paying Bonus:	-
Group Median:	23,659	% Eligible Employees Receiving Bonus:	-
Weighted Average:	23,659	Average Bonus:	-

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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 rustresistant 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 builtin carpentry, and 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:			
Total Employees:	14	MIN:	47,318
Group Average (Weighted & Trimmed):	63,809	1st Quartile:	54,770
% Orgs Paying Bonus:	50%	Median:	63,380
% Eligible Employees Receiving Bonus:	86%	3rd Quartile:	70,000
Average Bonus:	2,786 (3.66%)	MAX:	88,000

Weighted Average Salaries & Bonuses Paid By County

Sarasota	Manatee	Charlotte
64,335	58,162	66,875
3,567 (4.56%)	-	-

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:	41,214	% Orgs Paying Bonus:	38%
Group Median:	40,430	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	41,745	Average Bonus:	400 (0.97%)

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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, wordprocessing, 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 the 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:	16	MIN:	32,000
Group Average (Weighted & Trimmed):	50,648	1st Quartile:	42,536
% Orgs Paying Bonus:	40%	Median:	49,900
% Eligible Employees Receiving Bonus:	83%	3rd Quartile:	55,702
Average Bonus:	1,200 (2.17%)	MAX:	70,406

Weighted Average Salaries & Bonuses Paid By County

Sarasota	Manatee	Charlotte
52,190	43,894	-
1,200 (2.17%)	-	-

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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 pickup; keeping 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:			
Total Employees:	20	MIN:	31,200
Group Average (Weighted & Trimmed):	37,368	1st Quartile:	35,570
% Orgs Paying Bonus:	44%	Median:	37,339
% Eligible Employees Receiving Bonus:	71%	3rd Quartile:	38,805
Average Bonus:	550 (1.38%)	MAX:	46,000

Weighted Average Salaries & Bonuses Paid By County

Sarasota	Manatee	Charlotte
37,450	37,048	-
667 (1.66%)	-	-

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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, videos, 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:	44,380	% Orgs Paying Bonus:	100%
Group Median:	44,380	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	44,380	Average Bonus:	1,000 (2.25%)

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:			
Group Average:	65,672	% Orgs Paying Bonus:	36%
Group Median:	65,000	% Eligible Employees Receiving Bonus:	50%
Weighted Average:	65,672	Average Bonus:	2,350 (6.09%)

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Job Number: ***162*** Job Title: ***Director, 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 copyrighting, 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 inhouse 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 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, and 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 fundraising projects. Serves as the representative on fundraising contracts. Provides information and support for fundraising contracts and may assist in developing the purpose and goals of fundraising program.

Overall Position Data Highlights:			
Group Average:	53,233	% Orgs Paying Bonus:	18%
Group Median:	60,000	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	56,066	Average Bonus:	1,100 (1.64%)

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 copyrighting, setting basic graphics design parameters and monitoring followup 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 inhouse 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, and 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 fundraising projects. Serves as the representative, provides information and support, and may assist in developing purpose and goals of fundraising program.

Overall Position Data Highlights:			
Total Employees:	14	MIN:	18,000
Group Average (Weighted & Trimmed):	57,640	1st Quartile:	52,193
% Orgs Paying Bonus:	43%	Median:	61,938
% Eligible Employees Receiving Bonus:	83%	3rd Quartile:	67,296
Average Bonus:	971 (1.50%)	MAX:	75,000

Weighted Average Salaries & Bonuses Paid By County

Sarasota	Manatee	Charlotte
59,016	-	-
936 (1.39%)	-	-

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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 of 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, 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 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:	59,965	% Orgs Paying Bonus:	25%
Group Median:	59,430	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	59,965	Average Bonus:	500 (0.91%)

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 workflow 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:	63,614	% Orgs Paying Bonus:	50%
Group Median:	63,614	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	63,614	Average Bonus:	500 (1.06%)

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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 artwork. 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:	66,923	% Orgs Paying Bonus:	33%
Group Median:	65,126	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	65,554	Average Bonus:	1,500 (2.44%)

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Job Number: ***161*** Job Title: ***Vice President, Communications***

If applicable, this position reports to the Chief Communications Officer. 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:			
Group Average:	102,082	% Orgs Paying Bonus:	100%
Group Median:	102,082	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	102,082	Average Bonus:	3,800 (3.72%)

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Job Number: ***178*** Job Title: ***Vice President, Marketing***

If applicable, this position reports to the Chief Marketing Officer.

They oversee brand management, digital and traditional marketing channels, market research, and campaign development. This role is essential for enhancing brand visibility, customer acquisition, and revenue growth. The Vice President, Marketing collaborates with cross-functional teams to align marketing efforts with overall business objectives, analyze market trends, and capitalize on growth opportunities. They lead the development and implementation of innovative marketing campaigns, ensuring brand consistency and monitoring performance metrics. Additionally, the Vice President, Marketing provides leadership and guidance to marketing teams, contributing to the company's market presence and competitive edge, while playing an integral role in its overall success.

Overall Position Data Highlights:			
Group Average:	110,698	% Orgs Paying Bonus:	100%
Group Median:	110,698	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	110,698	Average Bonus:	3,800 (3.43%)

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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:			
Total Employees:	12	MIN:	15,080
Group Average (Weighted & Trimmed):	48,074	1st Quartile:	32,150
% Orgs Paying Bonus:	42%	Median:	53,500
% Eligible Employees Receiving Bonus:	40%	3rd Quartile:	62,137
Average Bonus:	1,273 (3.05%)	MAX:	71,662

Weighted Average Salaries & Bonuses Paid By County

Sarasota	Manatee	Charlotte
40,980	61,867	-
-	-	-

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Job Number: ***175*** Job Title: ***Chief Human Resources Officer***

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

The Chief Human Resources Officer (CHRO) is responsible for the entire spectrum of human resources functions. They lead talent acquisition, employee development, compliance, and foster a positive workplace culture. The CHRO ensures HR practices align with the organization's goals, facilitating talent management, and driving organizational success. They play a pivotal role in attracting, retaining, and developing top talent to meet business objectives. The CHRO acts as a strategic partner, helping shape the company's long-term vision, while also addressing day-to-day HR needs. With a focus on people, the CHRO contributes to an engaged workforce, optimal productivity, and a strong organizational culture.

Overall Position Data Highlights:			
Group Average:	135,361	% Orgs Paying Bonus:	50%
Group Median:	135,361	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	135,361	Average Bonus:	3,509 (3.00%)

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Job Number: ***174*** Job Title: ***Chief Marketing Officer***

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

The Chief Marketing Officer (CMO) is the driving force behind the organization's marketing strategies. They lead efforts to enhance brand visibility, customer acquisition, and revenue growth. The CMO oversees both digital and traditional marketing channels, conducts market trend analysis, and collaborates with cross-functional teams. Crafting compelling marketing campaigns and ensuring brand consistency are core responsibilities. The CMO's role is pivotal in achieving the company's marketing objectives and strengthening its market presence. They drive innovation, product development, and market research initiatives, working to shape the company's competitive edge. By identifying trends and capitalizing on opportunities, the CMO plays a critical role in the organization's success, all while managing and mentoring marketing teams to maximize their potential.

Overall Position Data Highlights:			
Group Average:	119,829	% Orgs Paying Bonus:	60%
Group Median:	113,000	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	119,829	Average Bonus:	15,626 (10.60%)

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Job Number: ***120*** Job Title: ***Legislative Representative***

NOTE: THIS IS NOT A POLICY MAKING POSITION

This individual is located outside the DC Metro area.

Assists in the execution of Federal legislative policies as conceived and established by the organization. Contributes to the development of these policies by the identification and analysis of legislative issues of interest to the organization and its members. Consults with other staff members and Board committees with expertise in the area affected to develop appropriate positions on various issues.

participates in liaison activities which involve frequent personal contact with Members of Congress and their staffs, Congressional committees, regulatory and executive branch officials.

Monitors various bills, speeches and statements of Congressional leaders; attends hearings, writes and reviews testimony and statements for use in Congressional hearings; reviews government, industry and academic studies and reports; monitors the general press and various congressional, government and trade publications; and explains organization positions and legislative activities to other staff groups, members and other interested parties.

Provides advice and counsel to the Board and various committees by analyzing legislative details for these groups and any legal considerations and implications of legislative issues which affect their area of activity. Where appropriate, prepares draft of position papers to have presented at hearings. On occasion testifies before congressional/regulatory hearings.

Some positions may require the individual to maintain close liaison with other area-based groups that have similar legislative interests.

Some positions may require the individual to serve as the secretary or secretary/treasurer for the organization's Political Action Committee. The primary responsibility is PAC activity, although a portion of the time may be taken up by related assignments.

Oversees the receipt, deposit and disbursement of all PAC monies; the accurate recording of all such transactions; as well as the filing of reports with the Federal Election Campaign Commission.

Receives requests for political contributions from all governmental levels preparing these for review along with appropriate background information. If authorized, issues acceptance letters and requests checks. Also sends out declination letters.

Makes all arrangements for periodic PAC committee meetings including the preparation of all financial and activity reports. Takes and distributes minutes of deliberations and maintains all committee records. May also keep files on all member PACs by obtaining copies of their filing reports.

Provides material/information for; or may write periodic newsletter for member distribution, citing PAC activities and legislative/regulatory developments.

Assembles data and information for annual IRS tax filing. Monitors the Federal Election Campaign and Lobbying Acts to keep apprised of new developments and upcoming hearings. Briefs visiting members on these and arranges appointments for those who may wish to visit their congressional delegations.

Overall Position Data Highlights:			
Group Average:	45,000	% Orgs Paying Bonus:	100%
Group Median:	45,000	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	45,000	Average Bonus:	250 (0.56%)

Job Number: ***124*** Job Title: ***Staff Attorney***

The individual in this position functions as a practicing attorney, including presenting cases before the bar. If the organization retains outside counsel, the position serves as staff liaison to the general counsel firm as well as to other law firms that may periodically provide legal expertise in special areas.

Reviews all organizational documents that have legal significance, offering opinions and suggestions on how they might be modified to enhance the organization's position legally.

Researches, prepares, files, and presents all documents and papers dealing with the organization's corporate affairs. Establishes and monitors schedule to see that all filings and submissions conform to published guidelines and dates.

Oversees the preparation and filing of all corporate tax reports and financial documents to ensure compliance with the law. Monitors changes in the tax codes, reviewing these with the finance office and the auditing firm where necessary.

If the organization owns real estate, is instrumental in conducting the various transactions associated with buying and selling property, developing leases for renting space to tenants, contracting with firms to provide management services, and monitoring real estate taxes. In the case where the organization is a building tenant, reviews lease agreements, negotiating or recommending various conditions and services to be included in the lease.

In this regard, reviews all contractual agreements ranging from the purchase of furniture and equipment to copyright and trademark filings to ensure adequate protection and consideration for the organization's rights.

Some organizations, because of their stated mission, deal regularly with the courts in various jurisdictions. In such instances, the individual may research, prepare, file, and present to the courts legal opinions, complaints, grievances, and petitions supporting the organization's position relative to its stated objectives or in the interest of its constituency.

May be asked to render opinions on legislative and regulatory issues as these might impact the organization as a legal entity and its members. Also, may contribute to testimony indicating legal considerations that should be taken under advisement.

Overall Position Data Highlights:			
Group Average:	86,985	% Orgs Paying Bonus:	50%
Group Median:	86,985	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	87,381	Average Bonus:	250 (0.29%)

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Job Number: ***169*** Job Title: ***Vice President, Government Relations***

This is the principal or chief government relations position at the organization. Directs the effort to plan, develop and carry out the organization's legislative/regulatory programs, making the organization's views known to legislators and regulators at all government levels.

Overall Position Data Highlights:			
Group Average:	98,000	% Orgs Paying Bonus:	-
Group Median:	98,000	% Eligible Employees Receiving Bonus:	-
Weighted Average:	98,000	Average Bonus:	-

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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, vision insurance, and prescription drug coverage, life insurance with AD&D, long and shortterm disability; pension, thrift, 403(b) and IRA plans; and unemployment and workers' compensation plans.

Usually serves as group treasurer for the various plans, administering, enrolling, and deleting employees and initiating payroll deductions. Reviews, processes, and approves payment on 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; counsels employees on benefits and establishes and maintains 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:	76,000	% Orgs Paying Bonus:	-
Group Median:	76,000	% Eligible Employees Receiving Bonus:	-
Weighted Average:	76,000	Average Bonus:	-

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Job Number: ***112*** Job Title: ***Director, Human Resources***

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

Usually serves as group treasurer for the various plans, administering, enrolling, and deleting employees and initiating payroll deductions. Reviews, processes, and approves payment on 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; counsels employees on benefits and establishes and maintains 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, recommend 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:	77,508	% Orgs Paying Bonus:	45%
Group Median:	72,000	% Eligible Employees Receiving Bonus:	60%
Weighted Average:	77,508	Average Bonus:	2,167 (2.68%)

Job Number: ***50*** Job Title: ***Employment Specialist***

Primarily responsible for the recruitment, screening, and selection of candidates for support staff and lowerlevel professional/managerial positions. This involves determining with managers the selection criteria, identifying internal candidates, advising managers on the availability of internal and external candidates, selecting productive recruiting sources and methods, screening and interviewing candidates, counseling managers on potential hires, and negotiating starting salaries.

In conjunction with the recruitment and retention of employees, incumbent develops and conducts orientation programs for new employees, explaining organization personnel policies, programs, and employee benefits.

Also responsible for assisting in the development and administration of the organization's Affirmative Action Plan; for providing employee counseling and guidance to the support staff; and for assisting in salary administration and other personnel programs when possible and as requested.

Overall Position Data Highlights:			
Group Average:	46,000	% Orgs Paying Bonus:	100%
Group Median:	46,000	% Eligible Employees Receiving Bonus:	17%
Weighted Average:	46,000	Average Bonus:	22,000 (47.83%)

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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:	53,029	% Orgs Paying Bonus:	17%
Group Median:	51,088	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	53,029	Average Bonus:	1,057 (1.92%)

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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:	64,500	% Orgs Paying Bonus:	38%
Group Median:	57,000	% Eligible Employees Receiving Bonus:	33%
Weighted Average:	64,500	Average Bonus:	500 (1.28%)

2025 CFSC Compensation Report: An analysis of nonprofits in Sarasota, Manatee, Charlotte, and DeSoto counties. **All rights reserved by Columbia Books, Inc.**

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 exists only 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 midlevel 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 protectedclass candidates for job vacancies through inhouse selection procedures and outside sources.

Counsels staff and management on a variety of personnelrelated 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 departmental needs.

Overall Position Data Highlights:			
Group Average:	86,549	% Orgs Paying Bonus:	-
Group Median:	86,549	% Eligible Employees Receiving Bonus:	-
Weighted Average:	86,549	Average Bonus:	-

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:	155	MIN:	35,500
Group Average (Weighted & Trimmed):	49,472	1st Quartile:	43,264
% Orgs Paying Bonus:	43%	Median:	48,175
% Eligible Employees Receiving Bonus:	76%	3rd Quartile:	52,000
Average Bonus:	1,125 (2.30%)	MAX:	59,000

Weighted Average Salaries & Bonuses Paid By County

Sarasota	Manatee	Charlotte
49,773	47,526	50,864
1,339 (2.72%)	-	-

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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:	0.00%
Weighted Average:	-	Average Bonus:	-

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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 childcare setting.

Overall Position Data Highlights:			
Group Average:	-	% Orgs Paying Bonus:	-
Group Median:	-	% Eligible Employees Receiving Bonus:	0.00%
Weighted Average:	-	Average Bonus:	-

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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:	39,786	% Orgs Paying Bonus:	75%
Group Median:	37,500	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	40,679	Average Bonus:	621 (1.43%)

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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:	47,325	% Orgs Paying Bonus:	40%
Group Median:	52,000	% Eligible Employees Receiving Bonus:	90%
Weighted Average:	45,390	Average Bonus:	525 (1.05%)

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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:	40,551	% Orgs Paying Bonus:	29%
Group Median:	37,793	% Eligible Employees Receiving Bonus:	96%
Weighted Average:	36,726	Average Bonus:	250 (0.66%)

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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:	49,960	% Orgs Paying Bonus:	18%
Group Median:	50,000	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	48,127	Average Bonus:	375 (0.81%)

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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:	57,179	% Orgs Paying Bonus:	13%
Group Median:	55,000	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	61,850	Average Bonus:	1,000 (1.79%)

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Job Number: ***125*** Job Title: ***Teacher (K-12)***

Develops and implements gradeappropriate curricula to meet the academic and other needs of children in a K12 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:	49,179	% Orgs Paying Bonus:	40%
Group Median:	38,115	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	54,607	Average Bonus:	350 (0.66%)

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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 oneonone 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:	34,608	% Orgs Paying Bonus:	40%
Group Median:	33,400	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	32,906	Average Bonus:	350 (0.89%)

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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 onthejob instruction. May provide onthejob training to clients transitioning to employment.

Overall Position Data Highlights:			
Group Average:	64,667	% Orgs Paying Bonus:	-
Group Median:	50,000	% Eligible Employees Receiving Bonus:	-
Weighted Average:	61,467	Average Bonus:	-

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Job Number: ***130*** Job Title: ***Trainer Assistant (Adult Education)***

Assists trainer in conducting educational sessions with adult clients to improve skills and functioning. Responsible for providing classroom and/or onthejob instruction. May provide onthejob training to clients transitioning to employment.

Overall Position Data Highlights:			
Group Average:	52,000	% Orgs Paying Bonus:	100%
Group Median:	52,000	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	52,000	Average Bonus:	500 (0.96%)

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Job Number: ***176*** Job Title: ***Data Analyst***

Responsible for collecting, analyzing, and interpreting data to provide actionable insights for decision-making. They work with various datasets, employ statistical methods, and use data visualization tools to present findings. This position collaborates with teams to identify trends, opportunities, and potential challenges, contributing to informed business strategies. They play a key role in improving processes, optimizing performance, and facilitating data-driven decision-making within the organization.

Overall Position Data Highlights:			
Group Average:	56,194	% Orgs Paying Bonus:	50%
Group Median:	54,748	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	56,510	Average Bonus:	13,647 (26.85%)

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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:	47,713	% Orgs Paying Bonus:	-
Group Median:	47,000	% Eligible Employees Receiving Bonus:	-
Weighted Average:	47,713	Average Bonus:	-

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Job Number: ***111*** Job Title: ***Director, Information Technology***

Second to the Chief Information Officer, this is the highest ITrelated 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 that require special attention.

Overall Position Data Highlights:			
Group Average:	80,854	% Orgs Paying Bonus:	57%
Group Median:	78,572	% Eligible Employees Receiving Bonus:	75%
Weighted Average:	80,854	Average Bonus:	2,657 (2.47%)

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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 knowledgebase 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 facilitates setup for enduser department training sessions. Recommends appropriate training for staff to maintain user efficiency when working with business automation tools.

Schedules usage and tracks inhouse 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 rollout of hardware and peripheral installations.

Overall Position Data Highlights:			
Group Average:	60,477	% Orgs Paying Bonus:	-
Group Median:	64,000	% Eligible Employees Receiving Bonus:	-
Weighted Average:	61,358	Average Bonus:	-

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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:	60,000	% Orgs Paying Bonus:	-
Group Median:	60,000	% Eligible Employees Receiving Bonus:	-
Weighted Average:	60,000	Average Bonus:	-

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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 enduser 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:	60,000	% Orgs Paying Bonus:	-
Group Median:	60,000	% Eligible Employees Receiving Bonus:	-
Weighted Average:	60,000	Average Bonus:	-

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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 in other locations, and in other regions of the country, or outside the United States.

Manages the daily operations of the organization's database, which can include interactive and batch processes. Develops and maintains supplementary database systems that 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, including scheduling, report formatting, and printing; provides assistance to the staff in the 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, and 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, files, and directories maintenance, and executing special backups for longterm retention. Establishes automatic recurring system events, reorganizes the directory structure, loads software updates, and performs other activities that enhance the functionality of the system.

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

Overall Position Data Highlights:			
Group Average:	64,000	% Orgs Paying Bonus:	-
Group Median:	64,000	% Eligible Employees Receiving Bonus:	-
Weighted Average:	64,000	Average Bonus:	-

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Job Number: ***86*** Job Title: ***Programmer***

Develops noncomplex routines, under the direction of a senior programmer, for the integration to a system as required. Writes simple standalone report programs. Maintains production systems. Handles file manipulation and system utilities as required.

Develops programming codes for projects defined by a systems analyst. Determines optimal choice of programming commands for performing the required functions. Documents programs as they are developed. Designs and develops small programs as required. Handles noncomplex programming requests such as tables and stand-alone reports. Develops table lookups and update routines.

Performs routine functions necessary within a project, such as running existing programs, assisting in the maintenance of production systems, editing existing programs, and writing small routines to assist in the program development effort. Assists in file maintenance and documentation efforts and other tasks as required.

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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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 that include the most efficient way to design the system based on the latest technology in the field, the software capability/limitations, and how the application can be integrated in other existing systems where possible, and makes recommendations accordingly; provides 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 program-by-program relationship with the associated 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 uptodate state and that departmental standards are adhered to. Is expected to maintain and make recommendations for changes and updates to departmental standards. Maintains the systems schedule of current and future projects.

Overall Position Data Highlights:			
Group Average:	71,163	% Orgs Paying Bonus:	50%
Group Median:	71,163	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	71,163	Average Bonus:	1,780 (3.00%)

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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, 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 that other access procedures are 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 the purchase of these items.

Overall Position Data Highlights:			
Group Average:	54,001	% Orgs Paying Bonus:	50%
Group Median:	54,001	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	54,001	Average Bonus:	250 (0.45%)

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Job Number: ***106*** Job Title: ***Director, Publications***

Responsible for the editorial policy and content of the organization's publications consisting of trade magazines, research and technical journals, books, monographs and abstracts; as well as, overseeing the production, scheduling and publishing of such publications.

Overall Position Data Highlights:			
Group Average:	70,000	% Orgs Paying Bonus:	-
Group Median:	70,000	% Eligible Employees Receiving Bonus:	-
Weighted Average:	70,000	Average Bonus:	-

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Job Number: ***72*** Job Title: ***Editor - A***

This position does not deal with scientific/technical publication, nor with the publication of newsletters and related services.

Publishes the organization's primary serial magazine, whether it be a weekly, monthly, or quarterly. The publication is generally viewed as the organization's official communications; and is the major carrier of advertising space.

Has full responsibility for the overall operation of the magazine, its content and editorial direction. Acts in the capacity of publisher for the magazine and provides guidance in long-term editorial direction. General direction for content may also be available through an advisory board.

The daily operations of the magazine are carried out through a managing editor and/or, various editorial staff members who are responsible for their respective magazine sections.

In some instances, may be expected to write editorials. Provides general public guidance and editorial direction carried out on a continuing basis via informal and formal channels of communication. While the daily activities of the staff are delegated to and are the responsibility of others, the Editor also provides general guidance and editorial direction to the staff. A general review of each issue provides a continuing check of performance.

Maintains continuing and large-scale contact and communication with organization departments, the constituent community, and with governmental and non-governmental organizations, agencies, and groups. Also maintains liaison with the advertising sales organization, to assist in maximizing the economic and advertising potential of the magazine.

Overall Position Data Highlights:			
Group Average:	74,200	% Orgs Paying Bonus:	100%
Group Median:	74,200	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	74,200	Average Bonus:	1,700 (2.29%)

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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:	89,330	% Orgs Paying Bonus:	100%
Group Median:	89,330	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	89,330	Average Bonus:	2,100 (2.26%)

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Job Number: ***60*** Job Title: ***Manager, Convention/Meetings***

The position is not involved with meetings policy or program content, but with the operational aspects of meetings planning.

The meetings program generally consists of an annual meeting (with/without exhibits show), several conference/seminars/workshops, and Board and committee meetings.

Visits potential convention sites, meeting with hotel and convention/tourist bureau officials and local suppliers to develop appropriate information for presentation. Once a site is selected, prepares master schedule to review progress and details leading up to the meeting. Assignments negotiated include housing, meeting facilities, equipment, various services, temporary help, and staff assignments.

Provides onsite management to ensure that all arrangements are executed properly. This includes ensuring that assistance is provided to attendees regarding general information, registration, housing, transport, communication, entertainment, audiovisual arrangements and security. It also includes all contact with local vendors and suppliers.

Some annual meetings/conferences may incorporate exhibit shows. In such cases, responsibilities include determining the exhibit's scope and budget, setting fees, and developing a promotional campaign along with the required materials and appropriate mailing lists. Negotiates with local decorating firm to design and construct a desirable exhibit show area.

May provide preregistration and travel arrangements for executive staff, Board members and other VIPs on all business meetings, including the Convention. Coordinates arrangements through a travel agency.

Oversees the dismantling activities; develops critique on the facilities, supplier services, and registration activities, as well as general observations of the host community; reconciles all bills and approves for payment.

Schedules inhouse meeting rooms for various affairs. Makes appropriate arrangements with area suppliers, including catered meals. May also assign meeting rooms to approved outside organizations on a spaceavailable basis. Makes the necessary arrangements as requested.

Overall Position Data Highlights:			
Group Average:	20,000	% Orgs Paying Bonus:	33%
Group Median:	-	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	20,000	Average Bonus:	250 (1.25%)

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 organization's 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:	51,689	% Orgs Paying Bonus:	50%
Group Median:	51,461	% Eligible Employees Receiving Bonus:	89%
Weighted Average:	53,905	Average Bonus:	1,037 (1.98%)

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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:	39	MIN:	30,000
Group Average (Weighted & Trimmed):	74,533	1st Quartile:	43,125
% Orgs Paying Bonus:	36%	Median:	66,880
% Eligible Employees Receiving Bonus:	77%	3rd Quartile:	80,000
Average Bonus:	3,172 (4.20%)	MAX:	150,000

Weighted Average Salaries & Bonuses Paid By County

Sarasota	Manatee	Charlotte
84,517	66,715	57,833
-	5,125 (7.88%)	625 (1.14%)

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:	52,500	% Orgs Paying Bonus:	-
Group Median:	52,500	% Eligible Employees Receiving Bonus:	-
Weighted Average:	52,500	Average Bonus:	-

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Job Number: ***140*** Job Title: ***Grant Writer***

This position consists of outreach through existing relationships to foundations and grantmaking organizations and the 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:			
Total Employees:	17	MIN:	15,080
Group Average (Weighted & Trimmed):	60,475	1st Quartile:	55,000
% Orgs Paying Bonus:	23%	Median:	64,000
% Eligible Employees Receiving Bonus:	75%	3rd Quartile:	74,915
Average Bonus:	3,125 (5.38%)	MAX:	77,175

Weighted Average Salaries & Bonuses Paid By County

Sarasota	Manatee	Charlotte
58,144	63,772	-
-	-	-

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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 and reports to funders and 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, and visitations; conducting programs, events, and 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, and 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:			
Total Employees:	14	MIN:	23,250
Group Average (Weighted & Trimmed):	71,164	1st Quartile:	62,880
% Orgs Paying Bonus:	54%	Median:	75,000
% Eligible Employees Receiving Bonus:	71%	3rd Quartile:	75,000
Average Bonus:	1,750 (2.56%)	MAX:	95,500

Weighted Average Salaries & Bonuses Paid By County

Sarasota	Manatee	Charlotte
71,461	-	-
1,688 (2.53%)	-	-

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Job Number: ***47*** Job Title: ***Program Assistant***

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

The position is more likely 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; registering attendees; onsite supervision and assistance; and closedown 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 inhouse 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:			
Total Employees:	42	MIN:	15,725
Group Average (Weighted & Trimmed):	38,917	1st Quartile:	33,280
% Orgs Paying Bonus:	31%	Median:	40,000
% Eligible Employees Receiving Bonus:	76%	3rd Quartile:	46,500
Average Bonus:	700 (1.67%)	MAX:	50,166

Weighted Average Salaries & Bonuses Paid By County

Sarasota	Manatee	Charlotte
41,362	39,662	19,691
-	-	300 (0.95%)

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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, specialevents planning and oversight, and donor relations. This position may also be involved in the preparation of grant proposals and reports to grantmaking institutions. May also interface with social media to advance development goals.

Overall Position Data Highlights:			
Total Employees:	83	MIN:	26,000
Group Average (Weighted & Trimmed):	46,266	1st Quartile:	38,480
% Orgs Paying Bonus:	43%	Median:	49,152
% Eligible Employees Receiving Bonus:	88%	3rd Quartile:	57,477
Average Bonus:	661 (1.40%)	MAX:	72,000

Weighted Average Salaries & Bonuses Paid By County

Sarasota	Manatee	Charlotte
53,891	43,131	50,766
850 (1.67%)	-	-

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Job Number: ***95*** Job Title: ***Program Director***

This position and that of Program Manager are described in contextual terms to accommodate 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 longterm 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, the development and monitoring of industry standards and specifications, the 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 liaisons 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 key resource persons. Their advice and counsel are often sought by the staff, organization constituency, government, and the public.

Overall Position Data Highlights:			
Total Employees:	53	MIN:	24,000
Group Average (Weighted & Trimmed):	75,088	1st Quartile:	54,080
% Orgs Paying Bonus:	33%	Median:	65,000
% Eligible Employees Receiving Bonus:	86%	3rd Quartile:	82,451
Average Bonus:	1,617 (2.17%)	MAX:	101,485

Weighted Average Salaries & Bonuses Paid By County

Sarasota	Manatee	Charlotte
76,020	78,001	59,017
1,671 (2.19%)	-	-

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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 an advisor and counselor in the field. The educational attainment level may be and often is the same as that for a Program Director.

Overall Position Data Highlights:			
Total Employees:	60	MIN:	15,800
Group Average (Weighted & Trimmed):	58,795	1st Quartile:	49,000
% Orgs Paying Bonus:	52%	Median:	56,250
% Eligible Employees Receiving Bonus:	93%	3rd Quartile:	66,625
Average Bonus:	1,491 (2.57%)	MAX:	79,743

Weighted Average Salaries & Bonuses Paid By County

Sarasota	Manatee	Charlotte
58,080	64,378	-
1,621 (2.77%)	-	-

2025 CFSC Compensation Report: An analysis of nonprofits in Sarasota, Manatee, Charlotte, and DeSoto counties. **All rights reserved by Columbia Books, Inc.**

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:	124,063	% Orgs Paying Bonus:	45%
Group Median:	127,200	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	124,063	Average Bonus:	21,260 (16.28%)

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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:	22,800
Group Average (Weighted & Trimmed):	45,963	1st Quartile:	39,500
% Orgs Paying Bonus:	28%	Median:	44,380
% Eligible Employees Receiving Bonus:	83%	3rd Quartile:	52,250
Average Bonus:	1,661 (2.61%)	MAX:	75,000

Weighted Average Salaries & Bonuses Paid By County

Sarasota	Manatee	Charlotte
43,474	50,709	32,750
-	-	-

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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:	64,012	% Orgs Paying Bonus:	22%
Group Median:	69,003	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	64,012	Average Bonus:	5,250 (6.43%)

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Job Number: ***115*** Job Title: ***Director, Research***

Directs the organization's research efforts dealing with member/constituency programs and services. Such activities can include the modification of industry or professional practices; the standardization of industry specifications; conducting comparative analyses of products and services; and analyzing the potential impact on the public of various industry products/practices and professional programs.

Overall Position Data Highlights:			
Group Average:	69,400	% Orgs Paying Bonus:	33%
Group Median:	58,800	% Eligible Employees Receiving Bonus:	0%
Weighted Average:	69,400	Average Bonus:	-

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Job Number: ***61*** Job Title: ***Manager, Accreditation/Certification***

This position is generally found in professional/scientific associations which bestow added professional status to their members through some form of credentialing/licensing/testing process.

Serves as staff liaison to one or more academy/foundation/institute committees or groups charged with reviewing and passing on requests for accreditation/certification. The incumbent is the administrative facilitator of the program.

Processes certification requests which entail reviewing applications and appropriate documentation accompanying requests; developing written and/or oral examination content to coincide with the level of training and areas of specialization of candidates; preparing and sending examination materials to proctors and receiving these back for interpretation and scoring; notifying candidates of scores and providing certification documents; and establishing/maintaining records, statistics, and information.

May conduct regional examination sessions to facilitate administration and enhance examination accessibility. Travels on-site to administer examinations. In the case of international requests, examinations are taken at prescribed locations. Corresponds with and coordinates the necessary steps between the parties.

May publish a periodic newsletter detailing program activities and announcing all newly credentialed members. Also, publishes directory listing all accredited members.

Overall Position Data Highlights:			
Group Average:	93,000	% Orgs Paying Bonus:	-
Group Median:	93,000	% Eligible Employees Receiving Bonus:	-
Weighted Average:	93,000	Average Bonus:	-

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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 on cassettes at sound studios; slide preparation at photographic studios; and packaging and shipping materials onsite. 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, and audiovisual equipment; developing publicity materials, and registration procedures; onsite management and closeout activities.

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

Overall Position Data Highlights:			
Group Average:	61,224	% Orgs Paying Bonus:	60%
Group Median:	71,042	% Eligible Employees Receiving Bonus:	100%
Weighted Average:	61,224	Average Bonus:	367 (0.67%)

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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:	48,000	% Orgs Paying Bonus:	-
Group Median:	24,000	% Eligible Employees Receiving Bonus:	-
Weighted Average:	48,000	Average Bonus:	-

Job Number: ***81*** Job Title: ***Research Associate***

Primary effort is directed toward developing pertinent background research which contributes to the greater understanding of conditions, issues and trends impacting on a wide range of projects, subjects and topics; and to preparing summaries and analyses on these areas. The research in basic in drafting background papers for submission to Federal agencies, Congressional testimony, articles, speeches, learned publications, conferences, or for answering staff, member and public inquiries.

Prepares a preliminary outline of the project to determine an appropriate methodology. Such research may involve developing a historical perspective; identifying prevailing social and economic conditions; outlining legislative considerations; regulatory impact; international involvement in issues; and future trends and implications.

ALSO, researches topics by discussing them with various officials, academics, allied groups, congressional committees, staff and by reviewing newspapers, publications, various legislative and regulatory reports, surveys and summaries. Provides an analysis of the data developed along with interpretations. May indicate recommendations that are supportive of the organization's position.

Performs other research/writing assignments on a regular or periodic basis including preparing articles for organization publications, Congressional testimony, developing statistics and other data for use in booklets, press releases and fact sheets in support of organization issues.

Overall Position Data Highlights:			
Group Average:	55,000	% Orgs Paying Bonus:	-
Group Median:	27,500	% Eligible Employees Receiving Bonus:	-
Weighted Average:	55,000	Average Bonus:	-

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Job Number: ***82*** Job Title: ***Research Fellow***

This position is generally found in organizations with a strong research orientation.

Individuals in this position have conducted some independent research in their field over time and have acquired some breath of expertise in their area(s) of interest. Their experience can have been gained in academia, the public sector, business or in the international arena, or a combination of these exposures.

Although job responsibilities may be clearly defined, the individual usually has ample latitude to pursue and search out different paths of inquiry within the parameters outlined.

A major accountability of such a position is to report out what the individual has accomplished over a period. What has his/her inquiries, research, studies and travel have shown.

These findings can be brought out in several ways. The individual can author, solely or in collaboration with others, a book, report, or journal article. Another way might be to present the findings in a symposium setting, a series of seminars, or as testimony before congressional hearings and regulatory bodies.

Another aspect of this position calls for the individual to serve in the capacity of resident expert in one or more areas. Frequent consultations and appearances at meetings are common. Discussion of recent findings, or developments; their analyses, interpretation, and impact are usually the focus of such gatherings.

Individuals occupying such positions normally have an extensive educational background and advanced degrees are the norm with doctoral and post-doctoral work being a common occurrence.

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

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