

SURVEY OVERVIEW

The Nonprofit Center of the Berkshires is conducting this survey as a service to the region's nonprofit organizations, in response to many requests for information about salary and benefits. While other surveys have been conducted in New England, they do not have a large representation from the Berkshires. You can be assured that individual results will be kept strictly confidential. The final survey report will include aggregate results (your responses will not be attributed to your organization) and will be emailed at no cost to survey participants. We hope this information will help you gain a better understanding of the salary and benefits offered by nonprofits as you make decisions about how to attract and retain employees.

The deadline for completing the survey is **NOVEMBER 15**. Please contact Mary Nash (Nash Insights), msnash3@gmail.com, with any questions.

ORGANIZATIONAL INFORMATION

1. Provide your contact information. This will enable us to send you survey results and also list your organization as a participant.

Name and title of person completing survey

Organization

Email Address

2. How many full-time employees do you have at your organization?

☐ none

☐ 26-50

☐ 1-5

☐ 51-100

☐ 6-10

☐ 101-250

☐ 11-25

☐ more than 250

3. How many part-time or seasonal employees do you have at your organization?

☐ none

☐ 26-50

☐ 1-5

☐ 51-100

☐ 6-10

☐ 101-250

☐ 11-25

☐ more than 250

4. Which of the following **best** describes your organization's primary focus (check just one):

- | | |
|--|---|
| <input type="radio"/> arts, culture & humanities | <input type="radio"/> health/mental health |
| <input type="radio"/> civic improvement/philanthropy | <input type="radio"/> housing & shelter |
| <input type="radio"/> education | <input type="radio"/> religious organization |
| <input type="radio"/> environment & nature | <input type="radio"/> youth development |
| <input type="radio"/> food & farming | <input type="radio"/> human services (other than those mentioned above) |
| <input type="radio"/> Other (please specify) | |

5. Where is your organization's main location?

- ☐ **Northern Berkshire County** (Adams, Cheshire, Clarksburg, Florida, Hancock, New Ashford, North Adams, Savoy, Williamstown)
- ☐ **Central Berkshire County** (Becket, Dalton, Hinsdale, Lanesborough, Peru, Pittsfield, Richmond, Windsor, Washington)
- ☐ **Southern Berkshire County** (Alford, Great Barrington, Egremont, Lee, Lenox, Monterey, Mt. Washington, New Marlborough, Otis, Sandisfield, Sheffield, Stockbridge, Tyringham, West Stockbridge)
- ☐ Somewhere else (please specify)

6. How many hours are your full-time employees scheduled to work each week?

- | | |
|---|--|
| <input type="radio"/> fewer than 35 hours | <input type="radio"/> 38 |
| <input type="radio"/> 35 | <input type="radio"/> 39 |
| <input type="radio"/> 36 | <input type="radio"/> 40 |
| <input type="radio"/> 37 | <input type="radio"/> more than 40 hours |
| <input type="radio"/> Varies by job category or by time of year (please explain): | |

FINANCES

7. What is your organization's annual budget?

- | | |
|--|--|
| <input type="radio"/> \$0 to \$249,999 | <input type="radio"/> \$1,000,000 to \$2,499,999 |
| <input type="radio"/> \$250,000 to \$499,999 | <input type="radio"/> \$2,500,000 to \$9,999,999 |
| <input type="radio"/> \$500,000 to \$999,999 | <input type="radio"/> \$10 million and over |

8. How many months of operating expenses do you have available as cash on hand?

- | | |
|---|---|
| <input type="radio"/> less than one month | <input type="radio"/> 13-18 months |
| <input type="radio"/> 1-3 months | <input type="radio"/> 19-24 months |
| <input type="radio"/> 4-6 months | <input type="radio"/> 25-36 months |
| <input type="radio"/> 7-9 months | <input type="radio"/> 37-48 months |
| <input type="radio"/> 10-12 months | <input type="radio"/> more than 48 months |

SALARIES - SENIOR LEVEL AND HR POSITIONS

IMPORTANT - PLEASE READ BEFORE ANSWERING SALARY QUESTIONS: The next several sections request information about salaries paid to employees. Please respond only for the job positions that you have at your organization (even if title is not an exact match) -- you do not need to respond for jobs that you don't offer.

- For annual salary and hourly wage, if there is just one person currently in the position, indicate their current salary if they are full-time or their hourly wage if they are part-time.
- If more than one person holds the position, indicate the average salary level or hourly wage.
- If the position is vacant, indicate the average salary level or hourly wage that you anticipate paying for that position when it is filled.

9. Provide salary/wage information for each of the following senior level positions that are offered at your organization (skip any job titles that are not applicable).

	Annual salary (complete for full-time staff)	Hourly wage (complete for part-time staff)
Executive Director/President/Chief Executive Officer	<input type="text"/>	<input type="text"/>
General Manager	<input type="text"/>	<input type="text"/>
Artistic Director	<input type="text"/>	<input type="text"/>
Managing Director	<input type="text"/>	<input type="text"/>
Chief Financial Officer	<input type="text"/>	<input type="text"/>
Chief Operating Officer	<input type="text"/>	<input type="text"/>
VP or Director of Administration and Finance	<input type="text"/>	<input type="text"/>
Executive Vice President	<input type="text"/>	<input type="text"/>
Deputy Director	<input type="text"/>	<input type="text"/>

10. Provide salary/wage information for each of the following human resources positions that are offered at your organization (skip any job titles that are not applicable).

	Annual salary (complete for full-time staff)	Hourly wage (complete for part-time staff)
Chief Human Resources Officer/Director of HR	<input type="text"/>	<input type="text"/>
Director of Staff Development/Training	<input type="text"/>	<input type="text"/>
Human Resources Assistant	<input type="text"/>	<input type="text"/>
Benefits Manager	<input type="text"/>	<input type="text"/>
Benefits Assistant	<input type="text"/>	<input type="text"/>
Payroll Manager	<input type="text"/>	<input type="text"/>
Payroll Assistant	<input type="text"/>	<input type="text"/>

SALARIES - DEVELOPMENT AND MARKETING POSITIONS

11. Provide salary/wage information for each of the following development positions that are offered at your organization (skip any job titles that are not applicable).

	Annual salary (complete for full-time staff)	Hourly wage (complete for part-time staff)
Director of Development	<input type="text"/>	<input type="text"/>
Director of Institutional Giving	<input type="text"/>	<input type="text"/>
Individual Gifts/Major Gifts Officer	<input type="text"/>	<input type="text"/>
Development Manager	<input type="text"/>	<input type="text"/>
Development Associate/Specialist	<input type="text"/>	<input type="text"/>
Grant Writer	<input type="text"/>	<input type="text"/>

12. Provide salary/wage information for each of the following marketing, communication, and customer service positions that are offered at your organization (skip any job titles that are not applicable).

	Annual salary (complete for full-time staff)	Hourly wage (complete for part-time staff)
Director of Marketing/Community Engagement	<input type="text"/>	<input type="text"/>
Marketing Manager	<input type="text"/>	<input type="text"/>
Social Media Manager/Specialist	<input type="text"/>	<input type="text"/>
Graphic Designer	<input type="text"/>	<input type="text"/>
Box Office Manager	<input type="text"/>	<input type="text"/>
Box Office Assistant	<input type="text"/>	<input type="text"/>
Marketing Associate/Assistant	<input type="text"/>	<input type="text"/>
Website designer	<input type="text"/>	<input type="text"/>

SALARIES - ADMIN AND FINANCE POSITIONS

13. Provide salary/wage information for each of the following administrative positions that are offered at your organization (skip any job titles that are not applicable).

	Annual salary (complete for full-time staff)	Hourly wage (complete for part-time staff)
Operations Manager	<input type="text"/>	<input type="text"/>
Office Manager	<input type="text"/>	<input type="text"/>
Administrative Assistant	<input type="text"/>	<input type="text"/>
Executive Assistant	<input type="text"/>	<input type="text"/>
Secretary/receptionist	<input type="text"/>	<input type="text"/>

14. Provide salary/wage information for each of the following financial positions that are offered at your organization (skip any job titles that are not applicable).

	Annual salary (complete for full-time staff)	Hourly wage (complete for part-time staff)
Controller	<input type="text"/>	<input type="text"/>
Accounting Manager	<input type="text"/>	<input type="text"/>
Accountant	<input type="text"/>	<input type="text"/>
Financial Assistant	<input type="text"/>	<input type="text"/>

SALARIES - PROGRAMMATIC AND CREATIVE POSITIONS

15. Provide salary/wage information for each of the following programmatic positions that are offered at your organization (skip any job titles that are not applicable).

	Annual salary (complete for full-time staff)	Hourly wage (complete for part-time staff)
Program Director	<input type="text"/>	<input type="text"/>
Director of Education	<input type="text"/>	<input type="text"/>
Program Manager/Coordinator	<input type="text"/>	<input type="text"/>
Events Manager/Coordinator	<input type="text"/>	<input type="text"/>
Program Assistant	<input type="text"/>	<input type="text"/>

16. Provide salary/wage information for each of the following creative positions that are offered at your organization (skip any job titles that are not applicable).

	Annual salary (complete for full-time staff)	Hourly wage (complete for part-time staff)
Costume Director	<input type="text"/>	<input type="text"/>
Art Director	<input type="text"/>	<input type="text"/>
Director of Preservation/Archives	<input type="text"/>	<input type="text"/>
Production Director/Manager	<input type="text"/>	<input type="text"/>
Production Assistant	<input type="text"/>	<input type="text"/>
Curator	<input type="text"/>	<input type="text"/>

SALARIES - IT AND FACILITIES POSITIONS

17. Provide salary/wage information for each of the following information technology positions that are offered at your organization (skip any job titles that are not applicable).

	Annual salary (complete for full-time staff)	Hourly wage (complete for part-time staff)
Director of Information Technology	<input type="text"/>	<input type="text"/>
Network Administrator	<input type="text"/>	<input type="text"/>
Information Technology Manager	<input type="text"/>	<input type="text"/>
Instructional Technology Specialist	<input type="text"/>	<input type="text"/>
Database Manager/Specialist	<input type="text"/>	<input type="text"/>

18. Provide salary/wage information for each of the following facilities positions that are offered at your organization (skip any job titles that are not applicable).

	Annual salary (complete for full-time staff)	Hourly wage (complete for part-time staff)
Director or Manager of Facilities/Grounds	<input type="text"/>	<input type="text"/>
Maintenance Manager	<input type="text"/>	<input type="text"/>
Maintenance Technician	<input type="text"/>	<input type="text"/>
Custodian/Janitor	<input type="text"/>	<input type="text"/>
Security Officer	<input type="text"/>	<input type="text"/>

Independent contractors

19. Which jobs within your organization are filled by independent contractors?

- | | | |
|---|--|--|
| <input type="checkbox"/> social media | <input type="checkbox"/> accounting | <input type="checkbox"/> grant writing |
| <input type="checkbox"/> graphic design | <input type="checkbox"/> website design and hosting | <input type="checkbox"/> program faculty |
| <input type="checkbox"/> marketing | <input type="checkbox"/> website maintenance | <input type="checkbox"/> program evaluation |
| <input type="checkbox"/> public relations | <input type="checkbox"/> information technology (IT) | <input type="checkbox"/> administrative assistance |
| <input type="checkbox"/> communications | <input type="checkbox"/> human resources (HR) | <input type="checkbox"/> development assistance |
| <input type="checkbox"/> bookkeeping | <input type="checkbox"/> facility maintenance | <input type="checkbox"/> strategic planning |
| <input type="checkbox"/> Other (please specify) | | |

SALARY RANGES AND INCREASES

20. What is your organization's minimum hourly wage?

- | | |
|---|---|
| <input type="radio"/> less than \$13.50 | <input type="radio"/> \$17.01 - \$18.00 |
| <input type="radio"/> \$13.50 | <input type="radio"/> \$18.01 - \$19.00 |
| <input type="radio"/> \$13.51 - \$14.00 | <input type="radio"/> \$19.01 - \$20.00 |
| <input type="radio"/> \$14.01 - \$15.00 | <input type="radio"/> \$20.01 - \$25.00 |
| <input type="radio"/> \$15.01 - \$16.00 | <input type="radio"/> More than \$25.00 |
| <input type="radio"/> \$16.01-\$17.00 | |

21. What is the average annual salary increase that you have provided to employees for the past three years?

Average annual salary increase	
2018	<input type="text"/>
2019	<input type="text"/>
2020	<input type="text"/>

22. How often do you update your salary ranges?

- ☐ Every year
- ☐ Every 2-3 years
- ☐ Every 4-5 years
- ☐ It varies (please explain)
- ☐ Every 6-10 years
- ☐ Every 11 years or more

SALARY AND DEMOGRAPHICS OF YOUR TOP EXECUTIVE

23. What is the job title and current base salary of the top executive/staff person at your organization? (Executive Director, President, CEO, etc.)

Job title:

Current base salary:

24. How long has this individual been in their current position?

- ☐ less than one year
- ☐ 1-2 years
- ☐ 3-5 years
- ☐ 6-8 years
- ☐ 9-10 years
- ☐ More than 10 years

25. How long has this individual been with your organization in any capacity/position?

- ☐ less than one year
- ☐ 1-2 years
- ☐ 3-5 years
- ☐ 6-8 years
- ☐ 9-10 years
- ☐ More than 10 years

26. What is the education level of your top executive?

- ☐ high school diploma or GED
- ☐ some college but no degree
- ☐ Associate's degree
- ☐ Bachelor's degree
- ☐ Other (please specify)
- ☐ Master's degree
- ☐ Doctorate/PhD
- ☐ Professional degree (ie. MD, JD, DDS)

EQUITY

27. What is the race of your top executive?

- | | |
|--|---|
| <input type="radio"/> American Indian or Alaska Native | <input type="radio"/> Native Hawaiian or other Pacific Islander |
| <input type="radio"/> Asian or Asian American | <input type="radio"/> White |
| <input type="radio"/> Black or African American | <input type="radio"/> Multi-race |
| <input type="radio"/> Another race: | |

28. Is your top executive of Hispanic, Latino/a/x or Spanish origin?

- ☐ Yes
- ☐ No

29. What is the gender identity of your top executive (check all that apply)

- ☐ man
- ☐ woman
- ☐ non-binary
- ☐ transgender
- ☐ Other

30. What best describes your organization's approach to ensuring that salaries and promotions are equitable among people of different races, ethnicities, gender identities, sexual orientation, disability, etc.?

- ☐ We haven't had a chance to delve into this yet.
- ☐ We have considered the issues but aren't sure what steps to take.
- ☐ We are considering the issues and taking steps to ensure more equitable practices.
- ☐ We have made changes to ensure more equitable practices.
- ☐ We are satisfied that we already have equitable practices in place.

Explain why you chose your response:

PAID DAYS OFF

Please answer the questions in the next few sections based on benefits you offer for full-time employees.

31. How many paid vacation, sick and personal days does your organization offer to full-time employees each year? (click on arrows to select answer).

	after 1 year	after 5 years	after 10 years
vacation	<input type="text"/>	<input type="text"/>	<input type="text"/>
sick	<input type="text"/>	<input type="text"/>	<input type="text"/>
personal	<input type="text"/>	<input type="text"/>	<input type="text"/>
combined pool of days off	<input type="text"/>	<input type="text"/>	<input type="text"/>

What is included in the combined pool of days off (ie. vacation, sick, personal, other):

32. What is your policy regarding carry over of time off? Are there limits to how many days/weeks can be carried over? Please explain.

HEALTH INSURANCE

33. Which types of health insurance does your organization offer for full-time employees?

	yes	no
medical	<input type="radio"/>	<input type="radio"/>
dental	<input type="radio"/>	<input type="radio"/>
vision	<input type="radio"/>	<input type="radio"/>

Other (please specify)

34. What percentage of the premium does your organization contribute for each type of health insurance? (you may skip providing an answer for benefits you don't offer)

	employee only plan	employee and spouse plan	family plan
medical	<input type="text"/>	<input type="text"/>	<input type="text"/>
dental	<input type="text"/>	<input type="text"/>	<input type="text"/>
vision	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other type of employee/employer cost share models (please explain)

DISABILITY PLANS AND LONG TERM CARE INSURANCE

35. Does your organization offer a short-term disability plan for full-time employees?

- ☐ Yes
☐ No

36. Does your organization offer a long-term disability plan for full-time employees?

- ☐ yes
☐ no

37. Does your organization offer long-term care insurance to full-time employees?

- ☐ yes
☐ no

LIFE INSURANCE

38. Does your organization offer life insurance?

- ☐ Yes, multiple of salary
☐ Yes, fixed \$ amount
☐ No, we don't offer life insurance

39. Do your employees contribute to their life insurance plan?

- ☐ Yes
- ☐ No
- ☐ Not applicable - we don't offer life insurance

RETIREMENT BENEFITS

40. Does your organization offer retirement benefits to your employees?

- ☐ No, we do not offer retirement benefits
- ☐ Yes, we offer a defined benefit plan (ie pension plan)
- ☐ Yes, we offer a defined contribution plan (ie 401K plan)
- ☐ We offer another type of retirement benefit (lease describe):

BENEFITS FOR PART-TIME EMPLOYEES

41. Which of the following benefits are part-time employees eligible for on a pro-rated basis? Check all that apply.

- | | |
|---|--|
| <input type="checkbox"/> health insurance | <input type="checkbox"/> paid sick days |
| <input type="checkbox"/> life insurance | <input type="checkbox"/> paid vacation days |
| <input type="checkbox"/> long-term care insurance | <input type="checkbox"/> pool of days off |
| <input type="checkbox"/> long-term disability | <input type="checkbox"/> retirement plan |
| <input type="checkbox"/> paid holidays | <input type="checkbox"/> short-term disability |
| <input type="checkbox"/> paid personal days | <input type="checkbox"/> none of the above |

How many hours a week do employees need to work to be eligible for benefits? If eligibility requirements are different for each benefit, please explain.

ADDITIONAL BENEFITS

42. Does your organization offer any of the following additional benefits to full-time and/or part-time employees? Check all that apply; skip those that you do not offer.

	Full-time only	Both full-time and part-time
annual bonus	<input type="radio"/>	<input type="radio"/>
cash in lieu of benefits	<input type="radio"/>	<input type="radio"/>
child care (ie on-site center, tuition subsidy, other options)	<input type="radio"/>	<input type="radio"/>
discounts on your organizations goods/services	<input type="radio"/>	<input type="radio"/>
drug/alcohol treatment programs	<input type="radio"/>	<input type="radio"/>
elder care	<input type="radio"/>	<input type="radio"/>
flexible spending account/cafeteria plans (pre-tax \$ set aside for benefits)	<input type="radio"/>	<input type="radio"/>
flexible work hours	<input type="radio"/>	<input type="radio"/>
hazard pay	<input type="radio"/>	<input type="radio"/>
health savings account	<input type="radio"/>	<input type="radio"/>
paid bereavement leave	<input type="radio"/>	<input type="radio"/>
paid jury duty leave	<input type="radio"/>	<input type="radio"/>
paid military leave	<input type="radio"/>	<input type="radio"/>
paid parental/family leave	<input type="radio"/>	<input type="radio"/>
tuition assistance/educational loan repayment	<input type="radio"/>	<input type="radio"/>
wellness programs (such as smoking cessation, weight loss, stress reduction, other)	<input type="radio"/>	<input type="radio"/>
work remotely	<input type="radio"/>	<input type="radio"/>

Please list any other benefits you offer that were not mentioned or clarify any of the above if needed:

CLOSING QUESTIONS

43. What are the top two or three salary/benefit topics that your organization is exploring or would like to learn more about?

44. What tools and resources do you use to benchmark salaries?

45. Please add any additional clarification or comments about salaries and benefits that you offer to employees.

Thank you for taking the time to participate!