


Positions for the 2025 Northeast Indiana Nonprofit Salary Survey

	<p>Please read this FAQ Addressing Classification Questions</p>		<p>Many staff at small to mid-sized organizations wear multiple hats, working a portion of two or three positions. If this is the case in your non-profit, choose the title in the survey that the employee is doing at least 50% of time. If that is still unclear, think about what primary skill set and education you would hire if you were replacing the person in that position. For example, if your development/marketing manager spends 50% of their time on fundraising, 25% or his/her time on admin/reception and 25% on marketing/communication -they are best identified as a Director of Development.</p>	
	Q#	Page Title	Title of position	Description
	1	Leadership	Executive Director / President / Chief Executive Officer (CEO)	Advises, makes recommendations to and assists in formulating policies for the Board of Directors. Implements Board policies and directives. Oversees all agency's daily activities. May represent the agency to the public. Reports to the Board of Directors. May be called Chief Professional Officer (CPO).
	2		Chief Operating Officer	Responsible for the implementation of policies and procedures set by the President / Chief Executive Officer (CEO). Serves as the acting President / CEO in the absence of the CEO. May direct the daily activities of one or more of the agency's operating units. May have subordinate area, regional or district managers.
	3		Executive Secretary (CEO Support)	Under direction, performs secretarial, confidential and administrative assignments for the CEO and other senior executives, utilizing a detailed knowledge of the agency's operations, procedures and personnel.
	4	Program and Operations Positions	VP of Programs	Directs various activities of a specific geographical area or division of the agency. May manage staff, programs and/or facilities and work with volunteers and local community leaders. May fundraise on a limited basis. Other titles may include Artistic Director.
	5		Program Director – Management	Responsible for supervising and administering a program of the agency, which may include planning, developing and coordinating the activity of this program and its department with other agency programs, and for supervising all paid and volunteer staff working in this program. Hires, develops, evaluates, and terminates program staff.
	6		Program Director - Direct Service	Direct Service Responsible for day to day delivery of programs to participants. May supervise volunteers or a few other staff. Develops daily program content. Works to engage participants around programming. Plans, develops and coordinates services with all the agency's other activities.
	7		VP / Director of Human Resources	Develops and organizes all personnel activities. Oversees employee benefits. Implements employee recruitment, selection, compensation, training and development programs.
	8		VP / Director of Information Systems / Data Processing	Primarily responsible for managing and coordinating the agency's information resources. Coordinates computer operations, computer programming and system design. Supervises staff that handle routine issues, may personally handle major personnel, administrative and data processing problems. Usually requires computer science or related degree.

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	9	Financial Leadership Positions	Chief Financial Officer	Responsible for developing financial policies and procedures and directing their implementation. May also oversee managers in IT, Facilities, HR and other operational functions.	
	10		Controller/Accounting Manager	Directs the agency's accounting functions. Develops and maintains planning and budgeting functions. Analyzes and interprets fiscal trends. Prepares financial management reports and procedures.	
	11		Bookkeeper	Under supervision, performs clerical accounting work requiring knowledge of standard bookkeeping procedures. Work may include reconciling account, posting to and/or balancing ledgers, and preparing payroll records.	
	12	Fund Development and Marketing Leadership	VP / Director of Development	Directs and coordinates some or all of the agency's fund-raising programs. Identifies and cultivates funding sources for operating and capital funds. Supervises development staff. Confers with Board Members and/or Executive Director/CEO about fundraising efforts.	
	13		VP / Director of Public Relations / Communications	Develops, coordinates, and administers all public relations and communications policies. Communicates new programs, developments, promotions and other good-will information to the media through written, printed and photographed material. May be responsible for writing speeches.	
	14		VP / Director of Marketing	Directs and coordinates all marketing activities, including market research, product development, sales promotion, advertising and market development.	
	15	Office Administration Positions	Office Manager	Manages all office operations. Coordinates and supervises clerical personnel, clerical workload assignments and maintenance of office equipment and supplies.	
	16		Administrative Support	Under general supervision, performs varied clerical duties including: typing letters and reports, answering phone calls, covering front desk, and perhaps making appointments and travel arrangements. May support specific managers or a broader group of staff.	