

2024 Grantmaker Salary and Benefits Survey Position Descriptions

Please refer to the following definitions to match titles within your organization to the position titles used in the survey.

Executive Staff

(non-Financial, non-Program, non-Development)

Chief Executive Officer (CEO)/President (may also be called **Executive Director, Administrator**, etc., or **Chief Giving Officer (CGO)** at corporate grantmakers)

This position is responsible for directing the overall staff, program, and administrative activities of the organization. They work closely with the board to develop the organization's vision and strategies and is responsible for the organization's effective use of financial and human resources. For small staffed (i.e. five or fewer staff) foundations, this is the top staff position.

Associate Director, Executive Vice President

The number two role in the organization, they report to the CEO/President and are responsible for directing at least one major programs and/or administrative activity of the organization. They exercise discretionary power in significant matters and is designated the officer in charge of the organization's daily activities in the CEO's absence.

General Counsel (may also be called **Corporate Counsel**)

This position serves as the organization's chief legal adviser, providing legal counsel to board members, senior management, and other employees as needed. S/he develops internal corporate governance policies and manages a broad range contractual, litigation, tax, regulatory, compliance and employee matters. They may supervise the work of other in-house attorneys as well as outside counsel.

Executive Assistant

This position provides managerial and administrative support to the CEO or another high-ranking officer in large organizations. This is a professional position and may include supervisory duties but no clerical activities.

Finance Staff

Chief Financial Officer/Treasurer

This position directs financial and accounting activities. They may also oversee investment management, investment policy development, and asset allocation.

Controller

This position may also be called Director of Finance or Director of Accounting. Comptroller This position is responsible for the operation of financial and bookkeeping services, including preparation of financial analyses, income and expense reports, budgets, and federal reporting. They may also be responsible for directing purchasing, payroll, and other financial operations.

Director of Impact Investing (may also be called **Director of Program-Related Investments, Director of Mission Investing, or Director of Social Investments**)

This position is responsible for program-related and/or mission-related investment programs, including strategy and approach, identification of investment opportunities, due diligence, implementation and monitoring of mission investments.

Assistant Treasurer

This position provides professional assistance to the Chief Financial Officer/Treasurer.

Manager of Accounting

This position manages staff and/or work within the organization's accounting function.

Accountant

This position maintains financial record systems and provides auditing services and financial statements to the organization's management team.

Accounting Clerk

This position provides a variety of recordkeeping services to the Accountant, Controller, or others managing the organization's finances

Program Staff

Vice President (Programs)

This position directs the organization's program activities, including grantmaking, special projects, and other programs operated by the organization. They are responsible for establishing policies and procedures to manage the organization's programs. At large foundations, there may be several staff with this role.

Program Director

This position manages the grantmaking program of a specific focus area (education, arts/humanities, health, etc.) or geographic region. They recommend (or has authority to approve in some cases) distribution of grant dollars within budget for their program area.

Senior Program Officer

This position supervises other program staff in implementing grantmaking and/or in-house programs, in addition to performing the duties outlined in the Program Officer description.

Program Officer

This position is responsible for investigating and evaluating grant proposals and/or implementing in-house programs. In organizations with several paid staff members, they may be focused on one subject area or geographic region. In organizations with few paid staff, Program Officers are usually responsible for most aspects of the grantmaking process (including program research, grantee proposal evaluation, grant activity tracking, post-grant evaluation, etc.).

Program Associate

This position evaluates grant proposals, conducts background research, and prepares proposals for funding. This is often an entry-level Program Officer position in organizations with several paid staff.

Program Assistant

This position assists the Program Officer(s) and provides general administrative support. They may also keep track of grants if there is no Grants Manager/Administrator.

Advancement/Development Staff *(Community and Public Foundations only)*

Vice President/Chief Development Officer/Advancement Officer

This position is the senior staff person responsible for resource development and promotional efforts of the foundation. They oversee donor services, fundraising, gift recognition, special events, and marketing activities. This role is responsible for creating new funds and delivering services to donors.

Director of Donor Services/Donor Services Officer

This position reports to the Vice President or Chief Development/Advancement Officer. They are responsible for all donor relations and services activities. They coordinate content, format, logistics, and other details for events administered by the organization; this role assists in the development of programs to establish and maintain good relations with potential and current donors, in coordination with the Vice President or Chief Development/Advancement Officer and often also with the Vice President of Programs.

Director of Gift Planning/Gift Planning Officer

This position reports to the Vice President or Chief Development/Advancement Officer. They develop, facilitate, and market current and/or deferred and testamentary gifts from existing and prospective donors. This role serves as liaison with attorneys, accountants, financial advisors, and other intermediaries and agents of wealth. They plan, develop, and implement continuing education events for professional advisors. They also identify new donors and intermediaries to secure outright and/or planned gifts to the foundation in coordination with the Vice President or Chief Development/Advancement Officer.

Donor Services/Development Assistant/Advancement Assistant

This position reports to the Vice President or Chief Development/Advancement Officer. They provide administrative and other support to the Development/Donor Services staff within the foundation, in the creation of donor-related and/or development-related communications, public relations, research, and special events.

Grants Management Staff

Director of Grants Management

This position is responsible for developing and directing the grants management position at their organization. They oversee and direct the work of grants management staff.

Grants Manager/Administrator

This position is responsible for tracking grants made by the organization and obtaining and maintaining reports required from grantees.

Grants Management Assistant

This position provides administrative support for grants processing, including tracking grants made by the organization and obtaining and maintaining reports required from grantees.

Communications Staff

Director of Communications (may also be called **Director of External Affairs**)

This position directs the organization's communications activities, including publications, public/press relations, creation/maintenance of website, and production of the organization's annual report. They establish policies and practices to develop and maintain the desired image of the organization.

Communications Manager

This position manages the organization's communications activities and possibly communications staff.

Communications Associate (may also be called **Communications Specialist**)

This position is responsible for the development and production of internal and/or external newsletters, mailing lists, social media, and collateral materials. They perform administrative duties in support of senior communications staff.

Operations Staff

Vice President (Administration)

This is not a “Number Two” role; rather, this position directs multiple internal administrative activities such as personnel, information systems, and office administration. They may also oversee the organization’s financial activities. They also establish policies and procedures to manage support activities.

Director of Administration/Operations

This position directs the organization’s operations and generally reports to the executive office.

Office Manager (may also be called **Operations Manager** or **Administrative Services Manager**)

This position oversees the operation and maintenance of facilities, office services, and related functions. They develop, recommend, and implement policies and procedures for office operation and maintenance of all facilities.

Administrative Assistant (may also be called **Operations Associate**)

This position performs a variety of clerical duties requiring independent analysis, judgment, and knowledge of organization or departmental functions. They maintain records, process complex documents, and compile regular and special reports.

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Operations Staff (continued)

Chief Technology Officer (may also be called **Director of Information Technology** or **Manager of Information Systems** or **Manager of Information Technology**. The GSB Survey previously designated this position "Director of Information Systems")

This position is responsible for determining and developing a strategy for long-term, organization-wide information needs, including systems development and hardware acquisition and integration.

Technology Manager

This position supports the organization's technology function by managing technology work and/or staff.

Technology Professional (including **Information Technology Specialist, Technician**, etc. The GSB Survey previously designated this position "Computer Professional")

This position handles network administration, computer programming, data processing, or database management activities. They may provide technical assistance to other staff (financial, grants managers, others) regarding the organization's computer equipment.

Other Professional Staff

Research Director

This position directs the organization's research activities or carries out organization-funded research projects. They are often part of an in-house operating research program.

Research Associate (may also be called **Research Specialist**)

This position performs professional research duties and administrative support as directed by the Research Director.

Director of Human Resources

This position is responsible for directing the human resource activities of the organization, including recruitment, hiring, benefits, compensation, orientation, and training. They are responsible for establishing personnel policies, procedures, and practices.

Human Resources Professional

This position is responsible for directing at least one major area of the human resource activities of the organization, such as employment, compensation and benefits, employee relations, and/or training. They recommend policies, procedures, and practices related to their assigned area of responsibility.