

Grantmaker Salary and Benefits Survey

Position Descriptions

(Updated 2017)

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, and Non-Development)

Chief Executive Officer (CEO)/President: This position is responsible for directing the overall staff, program, and administrative activities of the organization. S/he works 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. This position may also be called Executive Director, Administrator, or other titles. For small staffed (i.e. five or fewer staff) foundations, this is the top staff position. For corporate grantmakers, this position is often referred to as Chief Giving Officer (CGO).

Associate Director/Executive Vice President: This is the number two role in the organization. S/he reports to the CEO/President and is responsible for directing at least one or more major programs and/or administrative activity of the organization. S/he exercises discretionary power in significant matters and is designated the officer in charge of the organization's daily activities in the CEO's absence.

Vice President (Administration) (not number two role): This position directs multiple internal administrative activities such as personnel, information systems, and office administration. S/he may also oversee the organization's financial activities. S/he also establishes policies and procedures to manage support activities.

General 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. S/he may supervise the work of other in-house attorneys as well as outside counsel. This position may also be called Corporate Counsel.

Finance Staff

Chief Financial Officer/Treasurer: This position directs financial and accounting activities. S/he may also oversee investment management, investment policy development, and asset allocation.

Controller: 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. S/he may also be responsible for directing purchasing, payroll, and other financial operations. This position may also be called Director of Finance or Director of Accounting.

Chief Investment Officer (if separate from Chief Financial Officer): This position manages investment assets. S/he may also oversee outside investment managers.

Director of Impact Investing: 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. This position may also be called Director of Program-Related Investments, Director of Mission Investing, or Director of Social Investments.

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

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. S/he is 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. S/he recommends (or has authority to approve in some cases) distribution of grant dollars within budget for her or his 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, s/he 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. S/he may also keep track of grants if there is no Grants Manager/Administrator.

Advancement/Development Staff (Community and Public Foundations Only)

Vice President or Chief Development/Advancement Officer: This position is the senior staff person responsible for resource development and promotional efforts of the foundation. S/he oversees 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. S/he is responsible for all donor relations and services activities. S/he coordinates 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. S/he develops, facilitates, and markets 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. S/he plans, develops, and implements continuing education events for professional advisors. S/he also identifies 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/Advancement Assistant: This position reports to the Vice President or Chief Development/Advancement Officer. S/he provides 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.

Other Professional Staff

Director of Communications: 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. S/he establishes policies and practices to develop and maintain the desired image of the organization. This position may also be called Director of External Affairs or Communications Specialist.

Communications Associate: This position is responsible for the development and production of internal and/or external newsletters, mailing lists, social media, and collateral materials. S/he performs administrative duties in support of senior communications staff.



Research Director: This position directs the organization's research activities or carries out organization-funded research projects. S/he is often part of an in-house operating research program.

Research Associate: This position performs professional research duties and administrative support as directed by the Research Director. This position may also be called Research Specialist.

Chief Technology Officer: 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. This position may also be called Director of Information Technology or Manager of Information Systems or Manager of Information Technology; it was formerly designated as Director of Information Systems for the purposes of this survey.

Technology Professional: This position handles network administration, computer programming, data processing, or database management activities. S/he may provide technical assistance to other staff (financial, grants managers, others) regarding the organization's computer equipment. This position may also be called Information Technology Specialist or Technician. This was formerly designated as Computer Professional for the purposes of this survey.

Office Manager: This position oversees the operation and maintenance of facilities, office services, and related functions. She develops, recommends, and implements policies and procedures for office operation and maintenance of all facilities. This position may also be called Operations Manager or Administrative Services Manager.

Librarian: This position manages the organization's in-house library and may assist program staff by conducting background research.

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.

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. S/he is 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. S/he recommends policies, procedures, and practices related to her/his assigned area of responsibility.



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.

Administrative Staff

Administrative Assistant: This position performs a variety of clerical duties requiring independent analysis, judgment, and knowledge of organization or departmental functions. S/he maintains records, processes complex documents, and compiles regular and special reports.

Receptionist: This position greets visitors and responds to general phone and email correspondence. S/he may also perform related clerical tasks.