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1. **Our organization uses job titles that are different from the ones on this list. What should I do?**

   Please find positions with job descriptions that most closely match the duties, responsibilities and qualifications of employees at your organization. Your agency may use job titles that are different from the ones in our list, but the important thing is that the job descriptions (the brief, generally 1-3 sentences describing the position's key roles and duties) match as closely as possible. Browse through all the positions and their descriptions using the full list of job descriptions.

2. **I can't find a particular position in your list. Now what?**

   Nonprofit jobs are diverse, and some of your agency's staff may do work that is unique. You may also have staff whose job responsibilities include two or more positions from this list.

   In order to analyze salary data for specific positions, we need a sufficient amount of responses for each position from different organizations. That means we need everyone to use a set of common job descriptions based on substantially similar duties and qualifications, even if those jobs at different agencies are not identical in every detail. To reach that goal, our list of positions is intentionally as short as possible, and each job is broadly defined so you can match it to similar jobs at your organization to the best of your ability.

   For positions that are specific to your agency's work or mission, if you can't find corresponding positions in other categories, check the Programs category to see if these general program related jobs might be an appropriate match.

3. **How do I enter salary data and information?**

   For salary amounts, enter the base salary for the position (do not include benefits, bonuses or other additional compensation.)

4. **How do I calculate an hourly wage for a part-time employee who is paid on a salary basis?**

   You can use the pay calculator here and enter wages and number of hours worked to calculate the hourly wage.

   You can manually calculate wages using the below equations based on the employee information you have.

   $$\text{Hourly Pay Rate} = \frac{[\text{Annual Salary}]}{([\text{ \# of hours worked per week }] \times 52)}$$

   $$\text{Annual Salary} = [\text{ Hourly Rate }] \times 2080$$

5. **What if I have more than one employee in the same position?**

   We prefer that you enter each person's salary and information individually if you have time. This allows for more accurate data in the final publication.

However, if you'd like a quicker and easier way to enter multiple positions, you can use the "Number of Employees" field to indicate how many employees you're including, and then enter the average compensation (salary or hourly pay) for the group, while leaving all other demographic data blank.

6. **What if I have employees who perform a combination of two or more jobs in the list?**

There are two methods for determining which position to select.

> **Option 1 - *preferred method*:** Does one role require greater (or more specialized) qualifications or skills than another? For example, you might have an Office Manager/ Receptionist. To recruit a qualified Office Manager, which generally requires more specialized skills and experience than a Receptionist, you likely pay this employee at a rate competitive with other Office Manager positions; the Receptionist role probably isn't as important a factor in their compensation. In this case, you should consider this position to be an Office Manager.

> **Option 2:** Is one of these roles more prominent? Does the employee spend more time on one vs. another? Select the one position that represents how the employee spends the majority of their time.

Finally, you may have specialized positions that truly aren't comparable to anything on our list. (e.g. Animal Behaviorist, Wardrobe/Costume Designer, or Athletics Coach.) In these cases, please *don't* include those positions in your survey responses. Please skip those positions as these positions are very unique and typically have fewer data that results in insufficient data for reporting.

7. **Do I need to enter race and gender?**

These questions are optional; however, we highly encourage you to enter race and gender information, especially for executive positions. Providing this data will help the Association and sector understand the current state and gaps of nonprofit compensation. As a reminder, your organization's information will be kept confidential.

8. **What if one (or more) of our positions is vacant?**

We would still very much appreciate your data on those positions. Please enter responses based on the most recent employee to hold the position. If it's a newly-created position which has not yet been filled, please do NOT include it in your responses.

9. **Should I include jobs outside Colorado?**

No, please only include jobs based in Colorado.

10. **What is the difference between exempt and non-exempt statuses?**

See Fair Labor Standards Act Advisor for an overview of exempt vs. non-exempt employee classifications. If you're not sure whether a position at your organization is exempt or nonexempt, please leave this field blank.

LOGIN PROCESS & SAVING RESPONSES

11. How do I save my responses and continue later?

When you enter the survey, you will be emailed your unique response link automatically. Refer to this email and the link each time you wish to return to the survey. (Search your inbox for email subject line "Save & Continue Link for Salaries Survey")

To save your responses, you must click the "Save" button at the bottom of the page before leaving.

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12. Who should participate in the Survey?

An individual who has access to all salary and benefits information should complete the survey for your organization. Only one person from your organization is to participate and provide all information.

13. When will the survey be published?

The survey will be released for purchase in early September 2025. All participating organizations will receive an email announcement when the results are published.

14. How do I access my participant discount code?

You will be asked to provide your email address upon entering the survey. We will send any correspondence about the Salaries Survey, including information on accessing your Participant Discount to this email.

15. Can I encourage other nonprofits to complete the Salaries Survey?

Yes! We highly encourage you to ask your networks and fellow nonprofit peers to complete the survey. The more data we have, the more data we can report on and more accurately reflects the nonprofit sector.

For example, if only four organizations from your region participate, the salary data will only reflect the average of these four organizations and this will be the only salary data your organization will be able to reference.