

2015 New York State Nonprofit Organizations
Positions Included in the Salary Report

**** Report includes newly updated job descriptions for easy position matching***

Job Family	Position Title
Administrative/General Office	Administration Director Administrative Assistant, Intermediate Level Administrative Assistant, Junior Level Administrative Assistant, Senior Level Data Entry Operator Executive Assistant Mail Clerk Meetings and Events Manager/Planner Office Manager Receptionist
Advocacy/Government Affairs	Government Relations Director/Manager Policy Analyst Grassroots Advocacy/Campaign Manager
Call Center	Inbound Call Center Associate
Communications/Marketing	Marketing Coordinator Marketing Director Communications/Public Relations Director Communications/Public Relations Manager Communications/Marketing/Public Relations Assistant
Culture/Performing Arts	Box Office/Sales Manager Exhibits Manager Production Manager/Coordinator Artistic Director
Education	Instructor Librarian School Principal/Headmaster Teacher, K – 12 Teacher, Pre School/Kindergarten Teaching Assistant, Pre School/Kindergarten
Executive	Chief Administrative Officer Chief Advocacy Officer Chief Development Officer Chief Executive Officer/President/Executive Director Chief Financial Officer Chief Human Resources Officer Chief Information Officer Chief Marketing Officer Chief Medical Officer Chief Operating Officer/Associate Executive Director Chief Program Officer Executive Vice President
Facilities/Maintenance	Building Manager Driver Facilities Manager

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	Groundskeeper Janitor or Custodian Maintenance Supervisor Maintenance Technician/Specialist Security Guard/Officer
Finance	Accounting Clerk Accounting Manager Accounts Payable Manager/Supervisor Accounts Receivable Manager/Supervisor Assistant Controller/Assistant Director of Accounting Bookkeeper Budget Analyst Director of Finance Director of Accounting/Controller Finance Administrator Senior Accountant Staff Accountant
Food Services	Cook Food Service Assistant/Worker Food Service Manager or Supervisor
Grant Making	Foundation Program Assistant Foundation Program Associate Foundation Program Officer
Graphics/Printing	Graphic Artist
Housing	Director of Resident Services Resident Services Coordinator Shelter Supervisor
Human Resources	Employee Benefits Administrator Employee Training Manager/Specialist Human Resources Assistant Human Resources Director/Manager Human Resources Generalist Payroll Clerk Payroll Manager Recruiter
Income Development/Fundraising	Grants Administrator Annual Giving Director/Officer Capital Campaign Manager Donor Information and Gift Processing Manager Corporate & Foundation Relations Director Grant Proposal Writer Development Director Major Gifts Director/Officer Planned Giving Director/Officer

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Job Family	Position Title
	Special Events Manager/Specialist Development Associate (Generalist) Grants Manager Shop Manager
Information Technology	Database Administrator Desktop Support Specialist Information Technology Manager Technical Support Manager
Legal	Attorney/Lawyer General Counsel/Lawyer Paralegal Senior Attorney/Lawyer