

2021 Compensation Survey Report for Christian Organizations

Job Summaries

LEADERSHIP

CEO / Executive Director / Managing Director

Serves as presiding officer of the Board of Directors guiding the deliberations and activities of the Board. Responsible for directing the business with the objective of providing maximum profit and return on invested capital; establishes current and long-range objectives, plans, and policies subject to the approval of the Board of Directors; and represents the organization with its major customers, the financial community and the public.

Chief Operating Officer / President

Directs the organization with the objective of maximizing funds and return on invested capital, and establishes short-term and long-range objectives, plans, and policies subject to the approval of the Board of Directors.

Chief Financial Officer

Has broad responsibility for the organization's fiscal operating results. Responsible for managing the financial risks for the organization. Develops, implements, and oversees plans and programs related to accounting, finance, audit, compliance, and security. Directs the preparation of all fiscal reports. Prepares, presents, and interprets major reports for senior management, Board of Directors, and corporate office.

Top Fundraising Executive

Plans and directs all aspects of an organization's fundraising policies and capital development initiatives. Develops fundraising strategies and campaigns. Researches new methods of fundraising and determines feasibility of new fundraising programs. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

Top Human Resource Executive

Guides and manages the overall provision of Human Resources services, policies, and programs for the entire organization. Directs Human Resources functions including staffing, employee orientation, education and training, management development, employee and labor relations, affirmative action compliance, policies and procedures, workers' compensation and benefits administration, organization development, and employee assistance. Coordinates implementation of services, policies, and programs through Human Resources staff. Evaluates human relations and work-related problems and meets with supervisors, managers, and executives to determine effective remediation techniques, such as job skill training or personal intervention, to resolve human relations issues among personnel. Assists and advises the organization's managers on Human Resources issues.

Top Marketing Executive

Ensures the maximum growth for the organization by effectively directing market planning, strategy, and implementation for products, services, and markets. Plans, develops, and establishes policies and objectives of marketing in accordance with objectives of organization. Oversees marketing activities in accordance with policies, principles, and procedures. Recommends changes in philosophy and policy to serve the best interest of the organization. Prepares advertising material and selects media for its release.

Top Programs Executive

Directs and coordinates activities of personnel engaged in the preparation of the program; establishes work schedules and assigns work to staff members. Monitors departmental budget allocation and ensures that programs are delivered within time and budgetary constraints and develops standards for evaluating the process within the organization.

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Top Information Executive

Directs the information and data integrity of the organization for all Information Technology functions of the organization. Responsible for maintaining the integrity of all electronic and optical books and records of the organization. Implements the installation and operation of information systems and equipment. Keeps current on new developments in information systems technology, and plans for future upgrades and organizational changes. Keeps abreast of government regulations applicable to systems operations and ensures compliance.

Top Development Executive

Directs and implements programs and activities for community relations necessary to increase public awareness and foster support for the organization. Directs strategic planning activities for select functions as well as overall organization as directed. Oversees assigned area and directs and monitors work performed by employees and contractors, including outreach activities.

Director of International Services

Provides leadership and management of all aspects of services for international students, scholars and staff. Maintains high standards of professionalism and administrative operations that ensure compliance with federal regulations.

DEPARTMENTS

ADMINISTRATIVE MANAGEMENT AND SUPPORT

Administrative Assistant

Provides administrative and secretarial support to an assigned member of management. Responsible for also providing procedural guidance to department clerical support personnel and assisting with special projects.

Clerk

Performs support functions for the department. Composes routine letters, prepares and/or types records, schedules, reports, statistical data, graphs, charts, and other documents requested by the department.

Cook

Involved in the technical aspects of cooking. Has a good mastery of basic cooking/kitchen techniques; follows a recipe.

Donor Relations Manager

Renews and upgrades current donors through annual giving, end-of-year giving, and special appeals. Develop and implement a year-round giving program. Supports and oversees systems for regular, meaningful acknowledgement and recognition of donors.

Donor Relations Specialist

Responsible for cultivating gifts from new and existing donors through personal contact and small events. Establishes improved donor relations through increased personal contact.

Executive Assistant

Under minimal supervision, but in accordance with established policies and procedures, provides secretarial and administrative services for the Chief Executive Officer. Develops and communicates administrative standards and procedures used throughout the organization. Has access to and regularly works with information of the most sensitive, confidential, strategic, and critical nature.

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Food Service Manager

Plans, directs, and coordinates all aspects of food service operations. Through delegation and assignment of duties, provides value, quality and service to employees utilizing the cafeterias in an efficient manner that meets organizational goals and objectives.

Mail Clerk

Administers organization's mail and airfreight/overnight shipment services; assists with other related administrative duties as needed.

Mailroom Supervisor

Supervises the Mail Services function to assure timely distribution of mail and mailings.

Office Manager

Manages a broad range of administrative matters attendant to operations in an individual department or branch location. Responsible for the full extent of reception, graphics, library, contracts, purchasing, security, facilities coordination, etc.

Receptionist

Operates multiple-call telephone switchboard console and routes calls to the appropriate person or location for a high volume office. Greets vendors, customers, job applicants, and other visitors, and assures that they are escorted to the proper office. Must have sufficient knowledge of organization's business to direct caller. May perform incidental typing and routine clerical work as assigned.

FINANCE

Accountant

Trained in bookkeeping and in preparation, auditing and analysis of accounts. Responsible for keeping all financial records including payroll information, accounts payable, accounts receivable, retail sales, and information regarding investments held by the organization. Prepares annual reports and financial statements for planning and decision making, and advises on tax laws and investment opportunities.

Accounting Clerk

Under general supervision, performs accounting functions at the entry level. Records, classifies, and summarizes accounting data. May perform accounting duties in Accounts Payable, Accounts Receivable, Payroll and other accounting functions according to established procedures or as directed by the Accounting Manager.

Accounting Manager

Provides technical and administrative supervision to general accounting, payroll, billing and accounts payable personnel. Oversees preparation of required tax reports. Maintains integrity of financial reporting systems. Provides analytical support regarding financial statements and general ledger.

Accounts Payable / Receivable Clerk

Performs non-routine, moderately complex accounts payable/receivable functions following established procedures. Pays bills for the organization and maintains the accounts payable ledger, and/or processes and corrects billing records, credit and collection activities, and accounts receivable ledger.

Auditor

Examines and analyzes accounting records to determine financial status of organization and prepares financial reports concerning operating procedures. Reviews data regarding material assets, net worth, liabilities, capital stock, surplus, income, and expenditures.

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Auditing Manager

Plans, organizes and supervises the work of the Internal Audit Division. Recommends and schedules financial, compliance, performance, and electronic data processing based audits. Reviews changes in legal and procedural requirements for fiscal operations affecting auditing processes. Develops internal control systems to determine if systems are adequate and in accordance with management policies and procedures.

Controller

Oversees the timely and accurate reporting of all financial data and provides financial reports required by the organization's management and regulatory and rating agencies. Directs and controls the cost accounting, general accounting, and budgeting functions. Responsible for the development, analysis and interpretation of statistical and accounting information to appraise profitability, capital expenditures, and performance against budget.

Finance Director

Oversees all financial activities, reporting on revenue, budgeting, disbursing funds to departments, managing risk, implementing policies, and improving financial processes. Drives the financial planning of the organization by analyzing its performance and risks. Maintains constant awareness of the organization's financial position and acts to prevent problems.

Payroll Clerk

Performs all required statistical and clerical duties necessary to prepare hourly, salary and commission payrolls. Checks time sheets for accuracy prior to entry, reduces gross pay by all authorized and required deductions to net pay.

Payroll Manager

Oversees the preparation and disbursement of a scheduled payroll. Supervises maintenance of the automated payroll system and assists in installation and maintenance of system modules. Responsible for adapting the system to handle new requirements of both management and tax laws.

Senior Accountant

Analyzes, classifies, and reviews complex accounting transactions and interrelationships. Prepares interpretation of accounting results and advises management. Identifies complex accounting problems, researches resolutions, and corrects problems. Examines financial statements and documents for conformance with accounting requirements and principles. May have lead responsibilities for special projects, etc.

HEALTH

Director of Case Management

Reviews medical needs and provides care management for designated medical cases to help bring both safe and quality care. Requires a strong knowledge base in financial and clinical aspects of care, with the ability to successfully teach, negotiate, collaborate with multidisciplinary groups, and client/family.

Psychiatrist

Evaluates patients for mental, emotional, or behavioral disorders. Diagnoses disorders, including nature and extent, and determines the appropriate course of treatment for the patient.

Registered Nurse

Provides for the comfort and well-being of patients by assessing condition, providing treatments, and administering prescribed drugs, and document progress and other observations. Coordinates nursing care for patients and participates in patient and family teaching.

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RN Utilization Manager

Responsible for the utilization of medical services that ensures early eligibility for cases identified at pre-service that range from high dollar elective medical services to the unplanned catastrophic care that requires special case handling.

HUMAN RESOURCES

HR Coordinator

Assists the Human Resource manager in every aspect of human resources by responding to any mail queries of employee. Assists the administration including updating files, filing spreadsheets, reference checking, invoicing, and issuing of letters and contracts.

Human Resources Director

Guides and manages the overall provision of human resources services, policies, and programs for the entire organization. Coordinates implementation of services, policies, and programs through human resources staff. Assists and advises organization managers about human resources issues.

Human Resources Generalist

Helps organization to effectively use employee skills, provides training and development opportunities to improve those skills, and increases employees' satisfaction with their jobs and working conditions. Assists in the administration of various employee benefit plans, employee services, and other human resources programs.

Human Resources Manager

Plans and carries out policies relating to all phases of human resources activity by performing the expected duties personally or through subordinate employees; conducts training on organization's policy issues, quality education, and other issues as they arise.

INFORMATION SYSTEMS

Database Manager

Monitors the integrity of data structures, pointers, and records. Ensures databases that are relational in nature are joined by the correct pointers.

Help Desk Coordinator

Responsible for receiving requests for assistance or problem reports from users, performing an initial analysis, and invoking the proper support mechanism.

Help Desk Supervisor

Coordinates the daily work of the Help Desk staff and provides technical and business leadership, guidance, and support to the team.

Information Systems Manager

Coordinates and directs the design, development, implementation, maintenance, and support of an autonomous computer system for the organization. Maximizes existing hardware and software capabilities and introduces new technologies and systems to support new and changing business requirements for all facets of the organization's operations.

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Information Technology Director

Responsible for the management and execution of IT infrastructure for the organization. Oversees technical projects in alignment with organizational goals. Directs the effective delivery of network, development, and disaster recovery systems and processes.

Network Manager

Manages the acquisition, development, support, and operations of voice and data communications facilities. Ensures that these facilities meet the business and customer needs in a cost-effective manner. May be responsible for the operations of the Information Technology Help Desk.

Programmer / Analyst

Assists in research and fact-finding to develop or modify information systems. Assists in preparing detailed specifications from which programs will be written. Designs, codes, tests, debugs, documents, and maintains those programs.

Systems Analyst

Evaluates and analyzes user information needs. Develops and maintains software systems to meet those needs. Assures the effectiveness, accuracy, and perpetuation of those systems.

Web Developer

Creates, produces, and maintains web pages using relevant software packages. Develops custom programs to extend the functionality of the website.

MAINTENANCE

Facilities Director

Coordinates and directs internal and external custodial functions, internal moves, climate control, and special meetings/banquet room requests. Responsible for the direction and supervision of all housekeeping, maintenance, and grounds keeping departments.

Facilities Manager

Manages and directs the facilities of particular buildings and/or departments. Job duties may include building maintenance, custodial support, cafeteria support, organization of events, space assignments, etc. Individual has supervisory & budgetary responsibility.

Housekeeper

Cleans and maintains a safe, sanitary environment following good housekeeping guidelines.

Maintenance Electrician

Responsible for maintaining, repairing, or replacing electrical equipment when they malfunction or break such as switches, fuses, circuit breakers, and other electrical components.

Maintenance Worker

Performs various maintenance and custodial duties. Maintains the appearance and upkeep of the facility both inside and out.

MARKETING / PUBLIC RELATIONS / MEDIA

Assistant Editor

Assists editors in various tasks. Responsible for reviewing copy, and may read and evaluate manuscripts.

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Communications Director

Oversees aspects of internal and external communications for the organization. Responsibilities typically include advertising/marketing, press relations, creative editorial and design services, and internal communications.

Communications Manager

Manages the organization's day-to-day advertising/marketing, media relations, creative editorial, and design services. Advises top management on development of communications policies and advertising programs, and the management of public relations issues.

Communications Specialist

Assists in the creation and delivery of news and other information to both the internal and external population. This may include press releases, memorandums, and marketing materials.

Copy Writer

Writes copy for use by publication or broadcast media. May write articles, sales letters, speeches, or other informative and promotional material.

Creative Services Director

Responsible for the overall graphic image of the organization and the quality of the development, design, and technical preparation of the work produced by graphic artists, technical artists/illustrators, and photographers.

Editor

Provides basic writing as well as editorial assistance in the production of journals, catalogues, reference manual or promotional items, usually of a non-technical nature.

Event Coordinator

Coordinates approved events. Manages details like choosing event location, arranging the schedule, and creating and distributing marketing materials. Calculates and oversees a budget for proposed events.

Graphic Designer / Artist

Creates and produces creative and quality graphic design art work under technical supervision, or independently creates and produces a wide variety of art work.

Marketing Associate

Provides support and assistance in several of the following marketing areas: market research, development and design of company and business unit marketing literature, review and update of the marketing infrastructure which may include a database system, intranet, and external web site.

Marketing Director

Directs the execution of the organization's marketing strategy. Develops recommendations for product/service line improvements, new product/process development, and market acquisition/diversification to support the achievement of the organization's mission. Reports on the status of various marketing activities.

Marketing Manager

Establishes positive relations between the organization and its various publics through creative use of the news media, speaking engagements for executives, and other public relations vehicles. Generates opportunities to promote a positive image of the organization, producing a climate in which it can operate most effectively.

On Air Talent

Announces radio and television programs to audience. Memorizes script, reads, or ad-libs to identify station, introduce and close shows, and announce station breaks, commercial, or public service information.

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MEMBERSHIP SERVICES

Director of Member Care

Responsible for drawing up and then implementing an overall strategy for member care with the organization from selection through re-entry, clearly designating times, persons, and areas of responsibility.

MINISTRY

Director - Ministry

Serves as the principal executive officer of the ministry council and shall be primarily concerned with matters pertaining to the purpose of the ministry council. Assists the council in short and long term planning and in identifying the vision for the ministry.

Director of Field Ministries / Mobilization

Coordinates, implements, and evaluates the activities undertaken by the service. Builds and maintains strategic and tactical relationships and alliances with key organizations. Recruits, trains, manages, and evaluates field staff.

Major Gifts Director

Oversees the organization's fundraising/non-fundraising activities which include major gifts and planned giving, corporate development, and community awareness building.

Program Manager

Coordinates and prioritizes resources across programs, departments, and entities to ensure that resources are managed efficiently. Responsible for the administration and management of the program.

Program Staff

Executes the daily activities for an assigned program area, section, or special interest group. Responsible for conducting communication with participants, including maintaining updated lists and contact information and responding to and directing requests for information.

Stewardship Manager

Assists in the development, implementation, and management of an endowment stewardship program designed to foster and nurture long-term, meaningful relationships between the organization and its donors.