

# Contents

|   |           |
|---|-----------|
| <b>List of Exhibits</b> . . . . .   | <b>9</b>  |
| <b>Executive Summary</b> . . . . .  | <b>11</b> |
| Introduction . . . . .  | 12        |
| Methodology . . . . .   | 12        |
| Other Notes. . . . .  | 13        |
| Profile of Responding Organizations. . . . .  | 15        |
| Key Findings—Chief Executive Officers . . . . .   | 18        |
| Key Findings—HR Profile . . . . .   | 21        |
| Guide to Reading the Data Tables . . . . .  | 25        |
| <br><b>Section 1</b>  |           |
| <b>Compensation by Job Family</b> . . . . .   | <b>27</b> |
| <b>Executive Office</b>   |           |
| <b>Table 1.1</b> CEO Base Salary and Other Compensation by Organization Type and Total Annual Budget . . . . .        | <b>28</b> |
| <b>Table 1.2</b> CEO Base Salary and Other Compensation by Organization Type and Industry/Interest Area . . . . .     | <b>30</b> |
| <b>Table 1.3</b> CEO Base Salary and Other Compensation by Organization Type and Total Staff Size . . . . .           | <b>31</b> |
| <b>Table 1.4</b> CEO Base Salary and Other Compensation by Organization Type and Geographic Scope . . . . .           | <b>33</b> |
| <b>Table 1.5</b> Chief Executive Officer—Base Salary . . . . .  | <b>35</b> |
| <b>Table 1.6</b> Deputy CEO Base Salary and Other Compensation by Organization Type and Total Annual Budget . . . . . | <b>36</b> |
| <b>Table 1.7</b> Deputy CEO Base Salary and Other Compensation by Organization Type and Total Staff Size . . . . .    | <b>38</b> |
| <b>Table 1.8</b> Deputy CEO Base Salary and Other Compensation by Organization Type and Geographic Scope . . . . .    | <b>40</b> |
| <b>Table 1.9</b> Deputy CEO—Base Salary . . . . .   | <b>41</b> |
| <b>Table 1.10</b> Top Multi-Function Position—Base Salary . . . . .   | <b>42</b> |
| <b>Table 1.11</b> General Counsel—Base Salary . . . . .   | <b>43</b> |
| <b>Table 1.12</b> Strategic Initiatives Executive—Base Salary . . . . .   | <b>44</b> |
| <b>Table 1.13</b> Top International Programs Position—Base Salary . . . . .   | <b>45</b> |
| <b>Table 1.14</b> Top For-Profit Subsidiary Position—Base Salary . . . . .  | <b>46</b> |
| <b>Table 1.15</b> Technical Program Area Specialist—Base Salary . . . . .   | <b>47</b> |
| <b>Table 1.16</b> Board/Committee Administrator—Base Salary . . . . .   | <b>48</b> |

## Administration/Support

|                   |   |    |
|-------------------|---|----|
| <b>Table 1.17</b> | Top Administrative Position–Base Salary . . . . . | 50 |
| <b>Table 1.18</b> | Senior Executive Assistant–Base Salary . . . . .  | 51 |
| <b>Table 1.19</b> | Administrative Assistant–Base Salary . . . . .    | 52 |
| <b>Table 1.20</b> | Receptionist–Base Salary . . . . .                | 53 |
| <b>Table 1.21</b> | General Office Clerk–Base Salary . . . . .        | 54 |

## Finance/Accounting

|                   |  |    |
|-------------------|--|----|
| <b>Table 1.22</b> | Chief Financial Officer–Base Salary . . . . .              | 56 |
| <b>Table 1.23</b> | Controller–Base Salary . . . . .                           | 57 |
| <b>Table 1.24</b> | Accountant–Base Salary . . . . .                           | 58 |
| <b>Table 1.25</b> | Bookkeeper/Accounting Clerk–Base Salary . . . . .          | 59 |
| <b>Table 1.26</b> | Payroll Clerk–Base Salary . . . . .                        | 60 |
| <b>Table 1.27</b> | Grants/Contracts Manager/Coordinator–Base Salary . . . . . | 61 |

## Human Resources

|                   |  |    |
|-------------------|--|----|
| <b>Table 1.28</b> | Top Human Resources Position–Base Salary . . . . .     | 64 |
| <b>Table 1.29</b> | Compensation/Benefits Specialist–Base Salary . . . . . | 65 |
| <b>Table 1.30</b> | Recruiter/Staffing Specialist–Base Salary . . . . .    | 66 |
| <b>Table 1.31</b> | Human Resources Clerk/Assistant–Base Salary . . . . .  | 67 |

## Membership

|                   |  |    |
|-------------------|--|----|
| <b>Table 1.32</b> | Chief Member Services Officer–Base Salary . . . . .    | 70 |
| <b>Table 1.33</b> | Member Services Director–Base Salary . . . . .         | 71 |
| <b>Table 1.34</b> | Member Services Manager–Base Salary . . . . .          | 72 |
| <b>Table 1.35</b> | Membership Coordinator/Assistant–Base Salary . . . . . | 73 |
| <b>Table 1.36</b> | Top Component Relations Position–Base Salary . . . . . | 74 |

## Marketing

|                   |   |    |
|-------------------|---|----|
| <b>Table 1.37</b> | Chief Marketing Officer–Base Salary . . . . .         | 76 |
| <b>Table 1.38</b> | Marketing Director–Base Salary . . . . .              | 77 |
| <b>Table 1.39</b> | Marketing Project Manager–Base Salary . . . . .       | 78 |
| <b>Table 1.40</b> | Marketing Coordinator/Assistant–Base Salary . . . . . | 79 |
| <b>Table 1.41</b> | Community/Social Media Manager–Base Salary . . . . .  | 80 |

## Publications/Advertising

|                   |  |    |
|-------------------|--|----|
| <b>Table 1.42</b> | Top Publications Position–Base Salary . . . . .        | 82 |
| <b>Table 1.43</b> | Editor–Base Salary . . . . .                           | 83 |
| <b>Table 1.44</b> | Graphic Designer/Artist–Base Salary . . . . .          | 84 |
| <b>Table 1.45</b> | Publications Manager–Base Salary . . . . .             | 85 |
| <b>Table 1.46</b> | Advertising Sales Representative–Base Salary . . . . . | 86 |
| <b>Table 1.47</b> | Technical Writer–Base Salary . . . . .                 | 87 |
| <b>Table 1.48</b> | Editorial Production Assistant–Base Salary . . . . .   | 88 |

## Research/Library

|   |           |
|---|-----------|
| <b>Table 1.49</b> Top Research Position–Base Salary . . . . .                   | <b>90</b> |
| <b>Table 1.50</b> Research Associate/Analyst–Base Salary. . . . .               | <b>91</b> |
| <b>Table 1.51</b> Research Assistant/Research Coordinator–Base Salary . . . . . | <b>92</b> |

## Public Relations/Legislative

|   |           |
|---|-----------|
| <b>Table 1.52</b> Top Public Relations Position–Base Salary . . . . .               | <b>94</b> |
| <b>Table 1.53</b> Top Government/Lobbying Position–Base Salary . . . . .            | <b>95</b> |
| <b>Table 1.54</b> Communications/PR/Public Affairs Specialist–Base Salary . . . . . | <b>96</b> |
| <b>Table 1.55</b> Head of Washington, DC Office–Base Salary . . . . .               | <b>97</b> |
| <b>Table 1.56</b> Legislative Assistant–Base Salary . . . . .                       | <b>98</b> |

## Fundraising/Foundation

|  |            |
|--|------------|
| <b>Table 1.57</b> Top Foundation Position–Base Salary . . . . .            | <b>100</b> |
| <b>Table 1.58</b> Top Fundraising Position–Base Salary . . . . .           | <b>101</b> |
| <b>Table 1.59</b> Fundraising Development Coordinator–Base Salary. . . . . | <b>102</b> |

## Education/Credentialing

|   |            |
|---|------------|
| <b>Table 1.60</b> Chief Education/Content Officer–Base Salary. . . . .            | <b>104</b> |
| <b>Table 1.61</b> Education/Content Director–Base Salary. . . . .                 | <b>105</b> |
| <b>Table 1.62</b> Education Manager/Coordinator/Registrar–Base Salary . . . . .   | <b>106</b> |
| <b>Table 1.63</b> Education Assistant–Base Salary . . . . .                       | <b>107</b> |
| <b>Table 1.64</b> Top Certification Position–Base Salary. . . . .                 | <b>108</b> |
| <b>Table 1.65</b> Testing Coordinator–Base Salary . . . . .                       | <b>109</b> |
| <b>Table 1.66</b> Standards/Credentialing Program Specialist–Base Salary. . . . . | <b>110</b> |

## Meetings/Expos/Trade Shows

|   |            |
|---|------------|
| <b>Table 1.67</b> Chief Meetings/Conventions Officer–Base Salary . . . . .        | <b>112</b> |
| <b>Table 1.68</b> Meetings/Conventions Director–Base Salary . . . . .             | <b>113</b> |
| <b>Table 1.69</b> Meeting Planner–Base Salary. . . . .                            | <b>114</b> |
| <b>Table 1.70</b> Conference/Meeting/Exposition Coordinator–Base Salary . . . . . | <b>115</b> |
| <b>Table 1.71</b> Exhibit Sales Representative–Base Salary . . . . .              | <b>116</b> |

## Technology

|   |            |
|---|------------|
| <b>Table 1.72</b> Top Information Technology Position–Base Salary . . . . .     | <b>118</b> |
| <b>Table 1.73</b> Programmer/Analyst–Base Salary. . . . .                       | <b>119</b> |
| <b>Table 1.74</b> Computer Specialist/Helpdesk Technician–Base Salary . . . . . | <b>120</b> |
| <b>Table 1.75</b> Software Developer–Base Salary . . . . .                      | <b>121</b> |
| <b>Table 1.76</b> Online/Webmaster–Base Salary . . . . .                        | <b>122</b> |
| <b>Table 1.77</b> Website Content Coordinator/Manager–Base Salary . . . . .     | <b>123</b> |
| <b>Table 1.78</b> Network Engineer–Base Salary . . . . .                        | <b>124</b> |
| <b>Table 1.79</b> Database Administrator–Base Salary . . . . .                  | <b>125</b> |
| <b>Table 1.80</b> Records Administrator–Base Salary . . . . .                   | <b>126</b> |

## Section II

|   |     |
|---|-----|
| Summary of Compensation for All Positions . . . . .   | 127 |
| <b>Table 2.1</b> 2020 and 2018 Base Salaries and Percent Change in Median Base Salary for All Positions . . . . . | 128 |
| <b>Table 2.2</b> Base Salaries for All Positions by Type of Organization . . . . .                                | 131 |
| <b>Table 2.3</b> Base Salaries for All Positions by IRS Tax Exempt Status . . . . .                               | 134 |
| <b>Table 2.4</b> Base Salary and Other Compensation for All Positions . . . . .                                   | 137 |

## Section III

|  |     |
|--|-----|
| Salary Administration and Leave Policy . . . . .   | 145 |
| <b>Table 3.1</b> Salary Administration Plans . . . . .   | 146 |
| <b>Table 3.2</b> Salary Increases: Types of Increases Offered During Current Fiscal Year . . . . . | 146 |
| <b>Table 3.3</b> Salary Increases: Average Annual Increases Granted to Staff . . . . .             | 147 |
| <b>Table 3.4</b> Salary Increase Policies . . . . .  | 148 |
| <b>Table 3.5</b> Types of Leave Offered . . . . .  | 148 |
| <b>Table 3.6</b> Leave Accruals for Full-Time Employees . . . . .                                  | 149 |
| <b>Table 3.7</b> Jury Duty Leave . . . . .   | 150 |
| <b>Table 3.8</b> Family Leave . . . . .  | 150 |
| <b>Table 3.9</b> Family Medical Leave . . . . .  | 151 |
| <b>Table 3.10</b> Military Duty Leave . . . . .  | 151 |
| <b>Table 3.11</b> Bereavement Leave . . . . .  | 152 |
| <b>Table 3.12</b> Severance Policy . . . . .   | 152 |
| <b>Table 3.13</b> Weeks of Severance Pay Per Year of Service . . . . .                             | 152 |

## Section IV

|  |     |
|--|-----|
| Staff Benefits . . . . .   | 153 |
| <b>Table 4.1</b> Types of Medical Insurance Plans Offered Among Organizations that Offer Medical Insurance Benefits. . . . . | 154 |
| <b>Table 4.2</b> HMO Coverage . . . . .  | 154 |
| <b>Table 4.3</b> Percentage of HMO Premiums Paid by Employer . . . . .   | 155 |
| <b>Table 4.4</b> PPO Coverage . . . . .  | 155 |
| <b>Table 4.5</b> Percentage of PPO Premiums Paid by Employer . . . . .   | 156 |
| <b>Table 4.6</b> POS Coverage . . . . .  | 156 |
| <b>Table 4.7</b> Percentage of POS Premiums Paid by Employer . . . . .   | 157 |
| <b>Table 4.8</b> HDHP Coverage. . . . .  | 157 |
| <b>Table 4.9</b> Percentage of HDHP Premiums Paid by Employer . . . . .  | 158 |
| <b>Table 4.10</b> Health Insurance Program Changes . . . . .   | 158 |
| <b>Table 4.11</b> Percentage Increase in Health Insurance Costs . . . . .  | 158 |
| <b>Table 4.12</b> Other Health Insurance/Benefits Offered . . . . .  | 159 |
| <b>Table 4.13</b> Qualified Flexible Benefit Programs . . . . .  | 160 |

|  |            |
|--|------------|
| <b>Table 4.14</b> Maximum Annual Tuition Reimbursement . . . . . | <b>160</b> |
| <b>Table 4.15</b> Other Benefits—All Staff . . . . .             | <b>161</b> |
| <b>Table 4.16</b> CEO Exclusive Benefits . . . . .               | <b>162</b> |

**Section V**

|   |            |
|---|------------|
| Retirement Programs . . . . .   | <b>163</b> |
| <b>Table 5.1</b> Retirement Plan Summary . . . . .  | <b>164</b> |
| <b>Table 5.2</b> Types of Retirement Plans Offered . . . . .  | <b>164</b> |
| <b>Table 5.3</b> Required Months of Employment for Participation in Retirement Program by Plan Type . . . . . | <b>165</b> |
| <b>Table 5.4</b> Defined Contribution Plans . . . . .   | <b>166</b> |
| <b>Table 5.5</b> Retirement Plan Oversight Responsibilities . . . . .   | <b>167</b> |
| <b>Table 5.6</b> Other Retirement Plan Oversight Policies . . . . .   | <b>168</b> |

**Section VI**

|  |            |
|--|------------|
| CEO Employment . . . . .   | <b>169</b> |
| <b>Table 6.1</b> CEO Contract—Type . . . . .                           | <b>170</b> |
| <b>Table 6.2</b> CEO Contract—Duration . . . . .                       | <b>170</b> |
| <b>Table 6.3</b> CEO Contract—Termination . . . . .                    | <b>170</b> |
| <b>Table 6.4</b> CEO Contract—Severance . . . . .                      | <b>171</b> |
| <b>Table 6.5</b> CEO Contract—Other Clauses . . . . .                  | <b>172</b> |
| <b>Table 6.6</b> Title of Chief Paid Staff Executive . . . . .         | <b>172</b> |
| <b>Table 6.7</b> CEO Credentials and Professional Background . . . . . | <b>173</b> |
| <b>Table 6.8</b> CEO Performance Review . . . . .                      | <b>174</b> |
| <b>Table 6.9</b> CEO Compensation Benchmarking . . . . .               | <b>174</b> |
| <b>Table 6.10</b> CEO Years in Position . . . . .                      | <b>175</b> |

|   |            |
|---|------------|
| <b>Appendix A: Report Definitions . . . . .</b> | <b>177</b> |
|---|------------|

|  |            |
|--|------------|
| <b>Appendix B: Position Descriptions . . . . .</b> | <b>181</b> |
|--|------------|