

2023 Wage and Benefit Survey of Southwestern Pennsylvania Nonprofit Organizations

New Jobs for the 2023 survey are in red type.

Jobs with modified job titles and/or job descriptions for the 2023 survey are shown in blue type.

Executive Positions

005 Executive Director/Chief Executive Officer
010 Associate Director/Chief Operating Officer
015 Director, Program(s)
020 Chief Communications Officer
025 Chief Development Officer
030 Chief Human Resources Officer
035 Chief Information Officer
040 Chief Strategy Officer
105 Chief Financial Officer

Administrative Positions

055 **Director, Administration/Operations**
060 Regional Manager/Center Manager
065 Office Manager
070 Executive Assistant
075 Administrative Assistant, Senior Level
080 Administrative Assistant, Intermediate Level
085 Administrative Assistant, Junior Level
090 Receptionist
093 Business Development Manager
094 Contracts Administrator
095 Quality Assurance Manager
096 Quality Assurance Specialist
098 **Diversity, Equity & Inclusion Director**

Accounting/Finance Positions

106 **Director of Finance & Administration**
110 Controller
115 Accounting Manager
120 Accounting Supervisor
124 Senior Accountant
125 Staff Accountant
126 Payroll Specialist
130 Accounting Clerk
135 Cashier

Animal Care/Control Positions

780 Veterinarian
782 Veterinary Clinic Manager
784 Humane Officer
785 Senior Registered Veterinary Technician
786 Registered Veterinary Technician
788 Veterinary Technician
790 Animal Care Worker
791 Animal Adoption Counselor
795 Animal Shelter Manager
797 Animal Behaviorist
799 Humane Educator

Cultural, Artistic, Performing Arts Positions

154 Artistic Director
155 Curator
156 Resident Director
157 Resident Designer
158 Subscription/Group Sales Manager
160 Production Manager/Coordinator
161 House Manager
162 Stage Manager
163 Costume Shop Manager
165 Box Office/Sales Manager
166 Technical Staff
167 Production Assistant
180 Actor
181 Instrumental Musician
185 Visitor Services Manager
186 Visitor Services Specialist
190 Director of Exhibits
192 Exhibit Developer
194 Exhibit Designer
196 Exhibit Fabricator
198 Exhibit Guide/Docent

Development Positions

205 Director, Development
210 Development Manager
211 Development Manager, Annual Giving
212 Development Manager, Major Gifts
213 Development Manager, Capital Campaign
214 Development Manager, Planned Giving
215 Grant Proposal Writer, All Types of Funding
216 Grant Proposal Writer, Government Funding
217 **Development Officer**
220 Special Event Coordinator
222 Direct Mail Coordinator
225 Development Associate

Education & Recreation Positions

250 School Principal
253 Director, Education
254 Admissions Director
255 Curriculum Specialist
256 Educator or Teacher, Adult Education
258 Site Supervisor
259 Teacher, K - 12
262 Teacher, Pre-School
265 Teaching Assistant, K-12
268 Teaching Assistant, Pre-School
269 Special Education Teacher, K-12
270 Tutor
271 Child Care Assistant
272 Community Educator

Education & Recreation Positions, continued

273 Recreation Program Manager
274 Life Guard/Swim Instructor
275 **After School Instructor**
276 **Instructional Aide**
277 Recreation or Activity Leader, Children or Youth
278 Recreation or Activity Leader, Adults
280 Fitness Instructor
282 **Camp Director**
284 **Assistant Camp Director**
285 **Teaching Artist**

Employment/Work Training Positions

305 Job Developer
310 Vocational Counselor
315 Job Coach

Environmental/Conservation Positions

320 **Director of Conservation**
343 **Field Crew Member**
352 **Naturalist/Environmental Educator**

Food Service Positions

355 Food Service Manager or Supervisor
360 **Registered Dietician**
365 Cook
370 Food Service Assistant/Worker

Foundation/Philanthropy Positions

960 Program Officer
965 Program Associate
970 Grants Manager/Administrator

Gift/Thrift Shop, Warehouse & Food Bank/Pantry Positions

453 **Director of Retail Operations**
455 Gift/Thrift Shop Manager
460 Gift/Thrift Shop Retail Sales Clerk
461 **Warehouse Operations Director**
462 Warehouse Manager
465 Warehouse Worker
480 Food Bank/Pantry Manager
485 Food Bank/Pantry Assistant/Clerk

Government Affairs Advocacy & Research Positions

380 Director or Manager, Government Affairs
381 **Advocacy Manager**
382 Data Manager
383 Lobbyist
384 **Policy Analyst**
385 Staff Scientist
387 Research Analyst: Social Sciences
388 Research Analyst: Technology/Life Sciences
390 Research Assistant

Code	Job Title
Housing/Community Development Positions	
410	Director of Real Estate Development
411	Project Developer
412	Construction Manager
420	Director of Resident/Community Services
421	Program Manager, Resident/Community Services
422	Resident Services Coordinator
423	Director of Property Management
424	Property Supervisor
425	Site Administrator
426	Shelter Manager
427	Shelter Supervisor
428	Occupancy Specialist
429	Desk Clerk
430	Program Manager: Housing
431	Program Manager: Economic Development
432	Asset Manager (Compliance & Monitoring)
433	Asset Manager (Financial Analyst)
434	Shelter Coordinator
438	Loan Officer
Human Resources Positions	
505	Director, Human Resources
510	Human Resources Manager
512	Human Resources Generalist
513	HRIS Manager
514	Benefits Manager
515	Human Resources Representative or Specialist
516	Recruiter
517	Training & Development Manager
520	Human Resources Assistant
Information Technology Positions	
555	Director, Information Technology/Services
560	Information Technology Manager
562	Systems Administrator
563	Software Engineer
565	Database Administrator
570	Network Technician
575	Personal Computer Technician
576	Technical Support Specialist
580	Data Entry Operator
585	Web Site Developer
Legal Services & Community Organizing Positions	
598	Director of Legal Services
600	Managing Attorney
602	Staff Attorney
605	Attorney, Legal Aid/Advocacy
610	Attorney, Corporate
615	Paralegal
620	Legal Secretary/Assistant
624	Senior Community Organizer
625	Community Organizer

Code	Job Title
Library Positions	
441	Library Director
442	Assistant Library Director
443	Library Department Head
444	Library Branch Manager
445	Librarian (MLS)
446	Librarian
447	Library Program and Service Coordinator
448	Library Assistant/Customer Service Assistant
449	Library Clerk
Maintenance, Grounds & Purchasing Positions	
655	Facilities Manager
660	Maintenance Supervisor
665	Maintenance Technician or Specialist
670	Gardener
675	Janitor or Custodian
680	Driver
683	Security Manager
685	Security Guard or Officer
688	Purchasing Manager
690	Purchasing Coordinator or Specialist
691	Inventory Coordinator
Media/Journalism Positions	
642	Editor in Chief
645	Digital Editor
650	Media Producer
Medical & Clinic Services Positions	
702	Director, Medical Services
704	Clinic Director
706	Physician, Family/General Practice
707	Physician, Internal Medicine
708	Physician, Obstetrics & Gynecology
709	Physician, Pediatrics
710	Physician, Other Specialty
712	Director of Nursing
714	Registered Nurse
716	Nurse Practitioner
718	Physician's Assistant
720	Licensed Vocational/Practical Nurse
722	Medical Assistant, Certified
724	Health Educator
726	Dental Director
728	Dentist
729	Registered Dental Hygienist
730	Dental Assistant, Certified
732	Laboratory Technician/Technologist
734	Phlebotomist
736	Radiology Technician
738	Community Health Worker
740	Case Manager, Medical
742	Patient Financial Services Manager
744	Patient Accounts Representative
745	Health Information Coordinator
748	Medical Records Clerk

Code	Job Title
Medical & Clinic Services Positions, continued	
750	Billing Clerk
752	Receptionist (Medical)
761	Physical Therapist
762	Occupational Therapist
763	Speech Pathologist
764	Physical Rehabilitation Assistant
Program Management Positions, Other than Social Services/Mental Health	
805	Program Director/Administrator, Other
810	Program Manager/Administrator, Other
815	Program Coordinator, Other
820	Program Assistant, Other
Social Services & Mental Health Positions	
853	Program Director/Administrator, Social Services/Mental Health
856	Program Manager/Administrator, Social Services/Mental Health
859	Program Coordinator, Social Services/Mental Health
862	Program Assistant, Social Services/Mental Health
865	Psychiatrist
867	Clinical Supervisor
868	Licensed Clinical Social Worker
871	Psychiatric Social Worker
874	Psychologist
875	Chaplain/Clergy
876	Behavior Analyst
877	Therapeutic Counselor, MFCC/MFT
878	Clinician (Pre-license)
879	Case Manager/Social Worker, Master Level
880	Case Manager/Social Worker
882	Counselor, Master Level
883	Counselor
884	Substance Abuse Counselor
885	Family Advocate
886	Eligibility Specialist
887	Intake Coordinator
889	Senior or Adult Program Assistant
890	Children or Youth Program Assistant
891	Personal Attendant/Home Health Care Worker
892	Direct Care Counselor
893	Rehabilitation Specialist
894	Behavior Therapist
895	Peer Support Group Facilitator
Volunteer, Membership & Marketing Positions	
905	Volunteer Director
906	Volunteer Coordinator
910	Communications Director
911	Communications Manager
915	Public Relations Manager
916	Marketing Director or Manager
917	Marketing Coordinator
918	Social Media Coordinator
920	Graphic Artist
921	Writer/Editor
925	Membership Director or Manager
930	Membership Assistant
931	Customer Service Representative
935	Community Outreach Coordinator