

2025 Grantmaker Salary and Benefits Survey

Position Descriptions

Please refer to the following definitions to match titles within your organization to the position titles used in the survey.

Executive Staff *(non-Financial, non-Program, non-Development)*

Chief Executive Officer (CEO)/President (also **Executive Director**, **Administrator**, etc., or **Chief Giving Officer (CGO)** at corporate grantmakers)

This position, usually the top staff position, is responsible for directing the overall staff, program, and administrative activities of the organization. They work closely with the board to develop the organization's vision and strategic direction, and they are responsible for the organization's financial and human resources.

Associate Director/Executive Vice President (also **Chief of Staff**)

The number two role in the organization, this position reports to the **CEO/President** and is responsible for directing at least one major program and/or the administrative activity of the organization. They exercise discretionary power in significant matters and are the designated officer in charge of the organization's daily activities in the **CEO's** absence.

General Counsel (also **Corporate Counsel**)

This position serves as the organization's chief legal adviser, providing legal counsel to board members, senior management, and others as needed. They develop internal corporate governance policies and manage a broad range contractual, litigation, tax, regulatory, compliance, and employee matters. They may supervise the work of other in-house attorneys as well as outside counsel.

Executive Assistant

This position provides managerial and administrative support to the **CEO** and/or other high-ranking staff members in the organization. This is a professional position that may include supervisory duties (but generally not clerical activities).

Finance Staff

Chief Financial Officer/Treasurer

This position directs financial and accounting activities. They may also oversee investment management, investment policy development, and asset allocation.

Controller (also **Director of Finance**, **Director of Accounting**, or **Comptroller**)

This position is responsible for the operation of financial and bookkeeping services, including the execution of financial analyses, income and expense reports, budgets, federal reporting, etc. They may also be responsible for purchasing, payroll, and other financial operations.

Director of Impact Investing (also **Director of Program-Related Investments**, **Director of Mission Investing**, or **Director of Social Investments**)

This position is responsible for program-related and/or mission-related investment programs, including strategy and approach, identification of investment opportunities, due diligence, implementation, monitoring of mission investments, etc.

Assistant Treasurer

This position provides professional assistance to the **Chief Financial Officer/Treasurer**.

Manager of Accounting

This position manages staff and/or work within the organization's accounting function.

Accountant

This position maintains financial record systems and provides auditing services and financial statements to the organization's management team.

Accounting Clerk

This position provides a variety of recordkeeping services to the **Accountant**, **Controller**, and/or others managing the organization's finances

Program Staff

Vice President – Programs

This position directs the organization's program activities, including grantmaking, special projects, and other programs operated by the organization. They are responsible for establishing policies and procedures to manage the organization's programs. At large foundations, there may be several staff with this role.

Program Director

This position manages the grantmaking program of a specific focus area (education, arts, health, etc.) or geographic region. They recommend, or in some cases have authority to approve, the distribution of grant dollars for their program area.

Senior Program Officer

This position supervises other program staff that implement grantmaking and/or in-house programs, as well as performing the duties of a **Program Officer**.

Program Officer

This position is responsible for investigating and evaluating grant proposals and/or implementing in-house programs. In organizations with several staff members, they may be focused on one subject area or geographic region. In organizations with smaller staffs, Program Officers may be responsible for most aspects of the grantmaking process (program research, grantee proposal evaluation, grant activity tracking, post-grant evaluation, etc.).

Program Associate

This position evaluates grant proposals, conducts background research, and prepares proposals for funding. This is often an entry-level **Program Officer** position in organizations with several staff members.

Program Assistant

This position assists the **Program Officer(s)** and provides general administrative support. They may also keep track of grants in the absence of a **Grants Manager/Administrator**.

Advancement/Development Staff *(Community and Public Foundations only)*

Vice President/Chief Development Officer/Advancement Officer

This position is the senior staff person responsible for resource development and promotional efforts. They oversee donor services, fundraising, gift recognition, special events, and marketing activities, and they are responsible for creating new funds and delivering services to donors.

Director of Donor Services/Donor Services Officer

Reporting to the **Vice President** or **Chief Development/Advancement Officer**, this position is responsible for donor relations and services activities. They coordinate content, logistics, etc., for events administered by the organization, and they assist with programs that maintain positive relationships with potential and current donors (often in conjunction with the **Vice President** or **Chief Development/Advancement Officer** or the **Vice President of Programs**).

Director of Gift Planning/Gift Planning Officer

Reporting to the **Vice President** or **Chief Development/Advancement Officer**, this position develops, facilitates, and markets current and/or deferred and testamentary gifts from existing and prospective donors. They plan, develop, and implement continuing education events for professional advisers and identify new donors and intermediaries to secure outright and/or planned gifts to the foundation (often in coordination with the **Vice President** or **Chief Development/Advancement Officer**). This role may also serve as liaison with attorneys, accountants, financial advisors, and other intermediaries and agents of wealth.

Donor Services/Development Assistant/Advancement Assistant

Reporting to the **Vice President** or **Chief Development/Advancement Officer**, this position provides administrative and other support to Development/Donor Services staff and assists in executing donor-related and/or development-related communications, public relations, research, and special events.

Grants Management Staff

Director of Grants Management

This position is responsible for developing and directing the grants management processes. It oversees and directs the work of grants management staff.

Grants Manager/Administrator

This position is responsible for tracking grants made by the organization and for obtaining and maintaining reports required from grantees.

Grants Management Assistant

This position provides administrative support for processing grants, including tracking grants made by the organization and for obtaining and maintaining reports required from grantees.

Communications Staff

Director of Communications (also **Director of External Affairs**)

This position establishes policies and practices toward achieving the desired image of the organization, and it directs the organization's communications activities (public and press relations, the creation and maintenance of websites, organizational publications, etc.).

Communications Manager

This position manages the organization's communications activities, and its may manage communications staff.

Communications Associate (also **Communications Specialist**)

This position is responsible for the development and production of internal and/or external communications collateral (newsletters, mailing lists, social media, etc.) and for performing administrative duties that support senior communications staff.

Operations Staff

Vice President – Administration

This position is not a “Number Two” role; rather, it directs multiple internal administrative activities such as personnel, information systems, and office administration. They also establish policies and procedures to manage support activities and may oversee the organization’s financial activities.

Director of Administration/Director of Operations

Generally reporting to the executive office, this position directs the organization’s operations.

Office Manager (also **Operations Manager** or **Administrative Services Manager**)

This position develops, recommends, implements policies, and oversees the operation and maintenance of all facilities, office services, and related functions.

Administrative Assistant (also **Operations Associate**)

This position performs a variety of clerical duties requiring independent analysis, judgment, and knowledge of organizational or departmental functions. They maintain records, process complex documents, and compile regular and special reports.

Chief Technology Officer (also **Director of Information Technology** or **Manager of Information Systems**. Previous GSB Surveys called this position “Director of Information Systems”)

This position is responsible for determining and developing a strategy for long-term, organization-wide information needs, including systems development and hardware acquisition and integration.

Technology Manager

This position supports the organization’s technology function by managing technology work and/or staff.

Technology Professional (including **Information Technology Specialist**, **Technician**, etc. Previous GSB Surveys called this position “Computer Professional”)

This position handles network administration, computer programming, data processing, and/or database management. They may provide technical assistance to others regarding the organization’s computer equipment.

Other Professional Staff

Research Director

This position directs the organization's research activities and/or executes organization-funded research projects.

Research Associate (also **Research Specialist**)

This position performs professional research duties and administrative support as directed by the **Research Director**.

Director of Human Resources

This position is responsible for establishing personnel policies, procedures, and practices, as well as directing the organization's human resource activities (recruitment, benefits administration, compensation, orientation, training, etc.).

Human Resources Professional

This position is responsible for directing at least one area of the organization's human resource activities, such as compensation, benefits, employee relations, training, etc., and for recommending policies, procedures, and practices related to that area of responsibility.