



CHICAGO NONPROFIT SALARY & HIRING GUIDE 2022



Careers In Nonprofits
CONNECTING THE BEST PEOPLE WITH THE BEST CAUSES.

Chicago nonprofits in the U.S. have always had a long-standing culture of resilience and adaptability. No matter what the economy, nonprofit organizations in Greater Chicago have traditionally had to “make do” and adjust to current marketplace conditions. However, the last two years have brought unexpected hiring shifts and turbulence into the region — prompting executives to adapt their hiring practices in entirely new ways.



The Great Resignation Has Left **NONPROFITS STRUGGLING TO FILL OPEN POSITIONS**

Like most industries across the U.S., rampant candidate shortages remain one of the biggest challenges facing Chicago nonprofit organizations in 2022. Dubbed “The Great Resignation,” this unprecedented workforce phenomenon references the record number of Americans quitting their jobs. Recent reports reveal that more than 4.5 million workers quit their jobs in November 2021 alone – **the highest number on record in over 20 years.**

Make no mistake; The Great Resignation has proven far more than a random, one-time event. The number of workers leaving their jobs has held steady at over four million people every month for the last several months, impacting virtually every industry and vertical. As a result, nonprofit organizations of every size are struggling to find available talent and fill open positions in today’s candidate-driven market.





The Current Candidate Shortage is Impacting **SALARIES IN THE CHICAGO NONPROFIT SECTOR**

The current applicant shortage has also had a direct impact on salaries in the nonprofit vertical throughout the Chicago region. The nonprofit sector has long remained insulated from rising pay scales stemming from a candidate-driven economy. However, even nonprofits can no longer escape from the extended period of rapidly increasing salaries.

While pay in the nonprofit segment does appear to be stabilizing, it's important for organizations in the vertical to enter the hiring process knowing relevant salary ranges. Yes, nonprofit professionals are still driven by their heart for a specific cause. But competitive compensation is a top factor when attracting qualified candidates. Knowing salary ranges on some common nonprofit positions can keep you informed and help you secure the right resources for your open opportunities. **Some compensation considerations include:**

- ✓ Years of experience
- ✓ Job location
- ✓ Required education level
- ✓ Proficiency in digital tools, systems, and platforms

Careers In Nonprofit's Salary Guide can help you evaluate your salary expectations to see how you measure up with the current market value on several positions.

CHICAGO SALARY RANGES

Executive Director:	\$90-150K
Executive Assistant:	\$65-90K
Program Manager:	\$55-80K
Program Director:	\$80-130K
Program Coordinator:	\$40-50K
Finance Director:	\$95-160K
Human Resources (HR) Director:	\$100-130K
Human Resources (HR) Manager:	\$75-90K
Marketing Communications Manager:	\$60-85K
President and CEO:	\$115-200K
Research Analyst:	\$55-80K
Social Services Manager:	\$50-80K
Human Resources (HR) Assistant:	\$40-55K
Operations Manager:	\$90-125K
Director of Community Engagement:	\$70-120K
Director of Development/Fundraising:	\$90-140K+
Director of Communications and Digital Strategy:	\$90-140K+
Database Administrator (DBA):	\$55-70K+
Community Outreach Coordinator:	\$40-55K
Communications Director:	\$90-140K

Chief Operating Officer (COO):	\$120-200K
Chief Financial Officer (CFO):	\$150-200K
Administrative Coordinator:	\$40-55K
Accounting Manager:	\$80-100K
Grants Manager:	\$70-90K
Controller:	\$90-120K



Know How to Remain Competitive IN TODAY'S CANDIDATE-DRIVEN ECONOMY

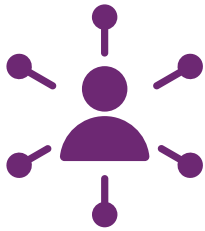
Right now, most nonprofit employers in Chicago are making employment offers at the top of these salary ranges to remain competitive in today's candidate-driven economy. These hiring executives recognize that they must remain poised to hire the right resources when they find them – or risk losing elite talent to other competitors.

Beyond offering higher salaries, Chicago nonprofit organizations must also create offers that are counteroffer resilient in today's highly competitive economy. Other important factors to consider when extending an offer include flexibility with where work is going to happen. Many nonprofit leaders are also including hybrid remote/onsite work options to stay ahead of the competition also vying for top talent.



A Nonprofit Staffing Agency CAN HELP CHICAGO ORGANIZATIONS FIND ELITE NONPROFIT PROFESSIONALS

To successfully move forward with hiring in the current job climate, many nonprofit leaders have partnered with a nonprofit staffing agency to outsource their existing workforce needs. **A capable nonprofit staffing agency delivers several distinctive benefits to the hiring process:**



Vetted Network of Qualified Professionals

Nonprofit leaders managing the hiring themselves quickly learn that it's nearly impossible to run their organizations and chase talent. A recruiting firm specializing in the nonprofit sector has an already-established network of qualified professionals, helping them quickly zero in on the right prospects for your organization. They will screen and vet on your behalf, ensuring only the best matches make it over to your inbox.



Proactive and Passive Recruiting

Most nonprofit organizations begin the job search once there is an open position in the organization. Nonprofit recruiters are constantly connecting with new candidates looking for work in the nonprofit sector. They employ a wide range of proactive and passive recruiting strategies, going beyond applicants currently seeking jobs to find those who aren't looking for a new opportunity... yet. Passive recruiting strategies enable them to go beyond finding the best available talent to source the best talent, period.





Communicate Your Mission

Most importantly, the right nonprofit staffing agency will serve as an extension of your team, leveraging their industry experience and expertise to anticipate your hiring needs. They will understand the hard and soft skills needed for success in your organization and develop a pipeline of candidates with a passion for your company's mission. Additionally, your nonprofit recruiting team will effectively communicate both your organization's purpose and what's expected of them in any given position to find the right candidates who have the skills and the heart to serve your communities.



Developing Your Nonprofit's Hiring Best Practices

Salary alone isn't always enough to close the very best candidates. It's essential to develop hiring best practices for your nonprofit to support your staffing efforts. Some key considerations include:

Create Attention-Grabbing Job Descriptions

Even in the current economy, job descriptions matter. Sure, you may know the right fit for your organization when you see it — but will the right fit recognize they are a match for your position when they see it posted on a job board? Nonprofit leaders recognize the hard and soft skills needed for success with their open positions. However, transferring that knowledge into a compelling job description is challenging. Your chosen nonprofit staffing agency will help you develop an attention-grabbing job description with:

- ✓ Job title
- ✓ Position summary
- ✓ Responsibilities and duties
- ✓ Qualifications and certifications
- ✓ Soft skills

Establish an Interview Schedule

Everyone assumes that interviews are only stress-inducing for candidates. However, nonprofit leaders can also find themselves overwhelmed and drained navigating through the interview process. Establish a process that identifies who will interview each applicant and block off time on everyone's schedules to ensure all key players meet with the candidate.

Have Prepared Questions

Allowing the conversation to flow naturally with a candidate is a good thing. However, going into the interview without some structure can leave unnecessary gaps and unnatural pauses in the conversation. Worse still, you may complete the screening and still not know what you need to make a hire. Develop a specific list of questions to get the answers you'll need for an informed decision.

At CNP Staffing, we work with our clients to create some baseline questions. Some examples may include:

- What one skill do you believe makes you the most qualified candidate for this position?
- How would you describe your working style?
- Can you share a time when you faced and overcame a professional challenge?
- How do you practice professional development and skill improvement?
- What professional accomplishment are you most proud of and why?
- How would you describe an ideal work environment?
- If hired, what is the first task or project you'd like to focus on in this position?
- What excites you most about this position?

Make a Great (and Transparent) First Impression

The pressure will always be on candidates to stand out in an interview. However, nonprofit leaders should also be ready to make a great first impression. Be prepared to talk about your organization, its mission, and your team's commitment to serving its designated community. You should also be fully transparent about what the job entails and the passion, dedication, and empathy someone will need for success in the position.

Be Present

Staying focused and fully engaged is often difficult for nonprofit leaders who are simultaneously running their organizations and growing their teams. However, finding the right candidate will require your full attention in the interview process. Clear your schedule and leave your cellphone and laptop in another room during the screening so you can be fully present for the conversation.

Take Notes — After the Interview

Taking notes during the conversation can be distracting. However, you should try to jot down some thoughts after the interview has ended. Outline skill sets, strengths, observations, and any potential concerns so you can refer to them when you're ready to make your final decision.

Give Feedback

Providing prompt feedback is not only a professional courtesy, but it can also prevent a delayed response from costing you your lead candidate. Always give feedback to your nonprofit staffing firm so they can better understand your hiring mindset on the candidates that aren't a good fit — or accelerate the final steps to an offer on the candidates you want to hire.

Contact

CNP STAFFING TODAY

CNP Staffing partners with nonprofit organizations across virtually every vertical to source high-performing professionals with a heart for community and service. Contact us today to learn more about our unique approach to nonprofit staffing solutions.

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