



**United Way Rock River Valley**  
2008-09 Salary Survey

**Executive Assistant**

Provides clerical and administrative support for the Executive Director, or other Director(s) within the organization. Prepares minutes, agendas and routine correspondence and reports. May supervise other clerical staff.

	Number of Organizations	Number of Employees	Annual Cash Compensation					Education Level Reported
			Salary Comparisons					
			Average Salary	Number of Cases	Entry	Median	Experienced	
<b>Salary- All organizations</b>								
Salary All	71	4,453	\$31,985	39	\$12,000	\$33,757	\$52,888	Bachelors
<b>Budget Size</b>								
under \$250,000	7	17	\$19,950	2	\$12,000	\$19,950	\$27,900	Associates
\$250,000 - 499,999	6	30	\$22,520	5	\$20,800	\$21,000	\$25,000	Bachelors
\$500,000 - 999,999	11	95	\$25,015	4	\$18,000	\$24,264	\$33,530	High School diploma
\$1,000,000 - 2,499,999	16	387	\$29,888	8	\$23,120	\$28,965	\$40,000	Bachelors
\$2,500,000 - 4,999,999	6	246	\$31,669	6	\$19,000	\$33,757	\$38,000	Associates
5,000,000 - 9,999,999	5	350	\$36,652	5	\$32,116	\$34,000	\$45,000	Bachelors
\$10,000,000 and above	8	2,930	\$39,177	9	\$31,200	\$36,025	\$52,888	Associates
<b>Field of Service</b>			\$204,871					
Advocacy	7	96	\$26,600	3	\$20,800	\$25,000	\$34,000	High School diploma
Aging and Senior Care	6	311	\$31,089	5	\$20,800	\$33,000	\$35,000	Associates
Alcohol and Drug Abuse								Not Applicable
Arts, Culture, Humanities	4	25	\$31,443	3	\$25,000	\$29,328	\$40,000	Bachelors
Basic Material Needs	2	30	\$31,750	2	\$27,000	\$31,750	\$36,500	High School diploma
Community Health, Disaster Relief	4	1,830	\$37,084	2	\$31,951	\$37,084	\$42,216	Associates
Day Care, Early Childhood Education	2	63	\$29,000	1	\$29,000	\$29,000	\$29,000	High School diploma
Education, Private Schools, Service Organizations	15	871	\$35,405	7	\$19,200	\$35,530	\$52,888	Associates
Family and Individual Counseling	5	176	\$26,939	3	\$21,000	\$27,700	\$32,116	High School diploma
Foundation								Not Applicable
Institutional, Residential, Housing	3	114	\$45,000	1	\$45,000	\$45,000	\$45,000	High School diploma
Emergency Shelter	2	42	\$27,040	1	\$27,040	\$27,040	\$27,040	Associates
Job Development, Employment Training	2	24		0				
Legal Services	1	110	\$40,000	1	\$40,000	\$40,000	\$40,000	Bachelors
Mental Health	2	190	\$49,351	1	\$49,351	\$49,351	\$49,351	High School diploma
Mental Retardation/Developmental Disability	4	655	\$27,571	3	\$19,000	\$31,200	\$32,514	Associates
Professional Service Orgs/Umbrella Orgs	3	70	\$27,587	3	\$12,000	\$32,760	\$38,000	Bachelors
Rehabilitation and Vocational Employment								Not Applicable
Youth Development	6	82	\$21,623	3	\$18,000	\$23,120	\$23,750	Bachelors
<b>Number of Employees</b>								
1 to 5	18	48	\$26,260	6	\$20,800	\$26,450	\$33,530	Bachelors
6 to 10	11	87	\$24,600	5	\$18,000	\$20,800	\$40,000	Bachelors



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11 to 20	11	159	\$31,725	5	\$23,750	\$32,145	\$38,000	Associates
21 to 30	8	209	\$29,959	4	\$23,120	\$30,107	\$36,500	Bachelors
31 to 50	6	219	\$30,013	3	\$27,040	\$29,000	\$34,000	Associates
51 to 75	3	163	\$33,880	2	\$32,760	\$33,880	\$35,000	Bachelors
76 to 100	4	359	\$33,035	4	\$19,000	\$34,701	\$45,000	Associates
101 to 200	3	467	\$47,413	3	\$40,000	\$49,351	\$52,888	Bachelors
201 to 300	2	447	\$37,608	2	\$33,000	\$37,608	\$42,216	Associates
301 and over	3	2,536	\$34,778	4	\$31,200	\$32,476	\$42,960	Associates