

# The Hamlet

Lopez Housing Options (LOHO)

## Memorandum

To: LOHO 2025 Board of Directors

From: June Coover, LOHO Board Member and AnneMarie Killen-Gall,  
Human Resource Consultant (retired)

CC: Heather Harrison

Date: April 15, 2025

### RE: LOHO HAMLET HOUSE RESIDENT MANAGER COMPENSATION REVIEW

This memorandum has been prepared to address the Strategic Work  
Plan Task, Objective 2, Task 2:

*Review pay and benefit levels for similar organizations in the  
region and determine if the Hamlet's pay and job conditions are  
competitive.*

Note, the memorandum addresses one position as partial  
fulfillment of this task.

### APPROACH

King County completed a salary and benefits survey of nonprofit jobs in  
King County. The salary data was collected in 2023 from 235 nonprofits  
and included wage tables for 175 job titles based on 14,000+ salaries.

As a component of the survey, a tool was developed that can be used to find salary information for 175 nonprofit jobs. The tool allows you to compare information for multiple jobs. The data is drawn from the King County Nonprofit Wage & Benefits Survey Report (2023)

*[<https://www.501commons.org/resources/putting-people-first/2023-nonprofit-wage-benefits-survey-report>].*

The current Hamlet House Resident Manager role is most closely aligned with the job title “Director, Administration/Operations” as well as “Director of Resident/Community Services” reported in the survey. However, the survey shows that the data for Director of Resident/Community Services were obtained from organizations with annual budget more than \$10,000,000 and therefore would not represent a valid comparison for the Hamlet House Resident Manager role.

We used this data from the survey and two survey “cuts”:

1. organizations with approximately \$500,000 - \$999,999 in annual budget and
2. Field of services of Older Adult Services and Housing/Shelter

See Attachment 1 for Hamlet House Resident Manager Job Description and Attachment 2 for details of the survey results.

## **ANALYSIS**

The analysis focused on a Director, Administration/Operations job for organizations with similar budgets. Note the annual budget for the Hamlet House is approximately \$665,000. While the field of service “Older Adult Services” and “Housing/Shelter” are appropriate for comparison to the field of service provided by the Hamlet House, data was not available in the survey tool for comparison. Thus, field of service “Social Services, Multiple Programs” was used to determine range of salary (Table 1).

**Table 1. Director, Administration/Operations Salary Comparison**

Survey job title and job description:

Director, Administration/Operations

Directs a group of functions for the organization including any or all of the following: human resources, information technology, office services, facilities and grounds, transportation, food service, and purchasing. Manages department budgets. Participates as a member of the senior management team in the development and implementation of organization-wide policies and programs that will contribute to its overall success.

Cut	Average Salary	50 <sup>th</sup> %ile	# Salaries	# Orgs
Annual Budget \$500,000 to \$999,999	\$66,000	\$64,000	7	7
Housing/Shelter	No data	No data	No data	No data
Older Adult Services	No data	No data	No data	No data
Social Service, Multiple Programs	\$107,000	\$101,000	19	15

**RECOMMENDED SALARY RANGE**

The salary range identified below is “anchored” with a midpoint that represents the 50th percentile average of the two data points above (Annual Budget \$500,000 - \$999,999 and Social Services, Multiple Organizations). From that anchor, the minimum and midpoint represent a 50% salary range spread.

**Table 2. Salary Range**

Minimum Salary	\$64,000
50 <sup>th</sup> %ile	\$82,500
Maximum Salary	\$101,000