

The Hamlet

Lopez Housing Options (LOHO)

Memorandum

To: LOHO 2024 Board of Directors

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

CC: Heather Harrison

Date: October 1, 2024

REVISION 1 – May 14, 2025

RE: LOHO DIRECTOR/EXECUTIVE DIRECTOR COMPENSATION REVIEW

This memorandum has been prepared to address the following two items:

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

2. Address IRS Form 990 Part VI, Section B, Question 15a

Did the process for determining compensation of the following persons include a review and approval by independent persons,

comparability data, and contemporaneous substantiation of the deliberation and decision?

- a. *The organization’s CEO, Executive Director, or top management official.*

Section B. Policies of the Form 990 are not required by the Internal Revenue Code but are included in the 990 as a best practice for organizations exempt from income tax.

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 incumbent’s role was formally revised and approved on September 24, 2024. The role most closely aligned with the job title “Executive Director/Chief Executive Officer” reported in the survey. We used this data from the survey and two survey “cuts”:

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

See Attachment 1 for Executive Director Job Description and Attachment 2 for details of the survey results.

ANALYSIS

The analysis focused on Executive Director job for organizations with similar budgets. The Hamlet budget is approximately \$1,020,000, just

within the survey threshold range of \$1,000,000 to \$1,999,999. Therefore, the 10th %ile was used in the analysis. The 50th %ile of two field of service “Housing/Shelter” and “Older Adult Services” as the second cut when determining range of salary (Table 1). These two factors are the best match for targeting a competitive salary for this position.

Table 1. Executive Director Salary Comparison

Survey job title and job description

Executive Director/Chief Executive Officer

Responsible to the Board of Directors for management of the entire nonprofit organization including fundraising/development, human resources, strategic planning, programs, finance, communications. Represents organization to government agencies, community and the public.

Cut	10 th %ile	50 th %ile	# Salaries	# Orgs
Annual Budget \$1,000,000 to \$1,999,999	\$82,000		52	51
FOS - Older Adult Services		\$92,000	11	11
FOS - Housing/Shelter		\$133,000	15	15
Average Field of Service (FOS)		\$112,500		

RECOMMENDED SALARY RANGE

The salary range identified below is “anchored” with a midpoint that represents the average of the two data points above (Annual Budget and FOS). From that anchor, the minimum and midpoint represent a 50% salary range spread.

Table 2. Salary Range

Minimum Salary	\$82,000
50 th %ile	\$92,250
Maximum Salary	\$112,500

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