

# 2013 Land Trust Salaries and Benefits Survey

## A. ABOUT YOUR LAND TRUST

The Land Trust Salaries and Benefits Survey is the only comprehensive source of staff compensation data exclusively for the land trust community. Many land trusts have told us that this survey is one of the most useful data resources the Alliance provides.

According to the 2010 Census, about 570 land trusts have at least one paid full-time staff person, and there are nearly 4,000 land trust staff nationwide. By completing this survey, you are helping the entire land trust community retain and attract the best talent available, while making land conservation a viable career for future generations.

Thank you for your help!

### **Instructions**

This survey should be filled out by the executive director or office manager for your land trust. **Please respond only once per organization.** We estimate it will take 30 to 45 minutes to complete this form, depending on the number of staff in your organization.

The deadline for completion is **Monday, September 23.**

### **Confidentiality**

All responses are anonymous and confidential, and will only be reported in aggregate form.

**Questions?** Email Katie Chang at [kchang@lta.org](mailto:kchang@lta.org).

### **\*1. Latest fiscal year operating budget (in dollars):**

This is the same as the operating budget you report on your 990.

### **\*2. Number of full-time, paid staff members employed by your organization:**

Do not include any contractors or part-time staff.

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### 3. Select the state or states in which your land trust operates:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> National/International | <input type="checkbox"/> Kentucky       | <input type="checkbox"/> Ohio           |
| <input type="checkbox"/> Alabama                | <input type="checkbox"/> Louisiana      | <input type="checkbox"/> Oklahoma       |
| <input type="checkbox"/> Alaska                 | <input type="checkbox"/> Maine          | <input type="checkbox"/> Oregon         |
| <input type="checkbox"/> Arizona                | <input type="checkbox"/> Maryland       | <input type="checkbox"/> Pennsylvania   |
| <input type="checkbox"/> Arkansas               | <input type="checkbox"/> Massachusetts  | <input type="checkbox"/> Puerto Rico    |
| <input type="checkbox"/> California             | <input type="checkbox"/> Michigan       | <input type="checkbox"/> Rhode Island   |
| <input type="checkbox"/> Colorado               | <input type="checkbox"/> Minnesota      | <input type="checkbox"/> South Carolina |
| <input type="checkbox"/> Connecticut            | <input type="checkbox"/> Mississippi    | <input type="checkbox"/> South Dakota   |
| <input type="checkbox"/> Delaware               | <input type="checkbox"/> Missouri       | <input type="checkbox"/> Tennessee      |
| <input type="checkbox"/> District of Columbia   | <input type="checkbox"/> Montana        | <input type="checkbox"/> Texas          |
| <input type="checkbox"/> Florida                | <input type="checkbox"/> Nebraska       | <input type="checkbox"/> Utah           |
| <input type="checkbox"/> Georgia                | <input type="checkbox"/> Nevada         | <input type="checkbox"/> Vermont        |
| <input type="checkbox"/> Hawaii                 | <input type="checkbox"/> New Hampshire  | <input type="checkbox"/> Virginia       |
| <input type="checkbox"/> Idaho                  | <input type="checkbox"/> New Jersey     | <input type="checkbox"/> Virgin Islands |
| <input type="checkbox"/> Illinois               | <input type="checkbox"/> New Mexico     | <input type="checkbox"/> Washington     |
| <input type="checkbox"/> Indiana                | <input type="checkbox"/> New York       | <input type="checkbox"/> West Virginia  |
| <input type="checkbox"/> Iowa                   | <input type="checkbox"/> North Carolina | <input type="checkbox"/> Wisconsin      |
| <input type="checkbox"/> Kansas                 | <input type="checkbox"/> North Dakota   | <input type="checkbox"/> Wyoming        |
| <input type="checkbox"/> Other (please specify) |   |   |

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## B. EXECUTIVE DIRECTOR

**4. Number of years current director has held this position at this organization:**

**5. Number of years current director has been an executive director at other land conservation organizations:**

**6. Executive director gender**

- Female
- Male

**7. Executive Director annual salary: \$**

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## C. OTHER EMPLOYEES

For each of the following categories, please enter the average salary for each full-time position at your organization. Enter one salary per text box, using numbers only (no dollar signs or commas).

- Administration
- Communication
- Fundraising (Development)
- Land/Easement Stewardship
- Education
- Finance
- Land Protection
- Legal Services
- Public Policy/Legislative
- GIS/Web/IT Specialist

Do NOT include Executive Director salaries here (use previous page).

Do NOT include salaries for any contractors or part-time staff.

### 8. Administration

Entry-Level (Less than   
two years experience)

Mid-Level (2-7 years   
experience)

Senior-Level (More   
than 7 years  
experience)

### 9. Communications

Entry-Level (Less than   
two years experience)

Mid-Level (2-7 years   
experience)

Senior-Level (More   
than 7 years  
experience)

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## 10. Fundraising (Development)

Entry-Level (Less than two years experience)

Mid-Level (2-7 years experience)

Senior-Level (More than 7 years experience)

## 11. Land Protection

Entry-Level (Less than two years experience)

Mid-Level (2-7 years experience)

Senior-Level (More than 7 years experience)

## 12. Land/Easement Stewardship

Entry-Level (Less than two years experience)

Mid-Level (2-7 years experience)

Senior-Level (More than 7 years experience)

## 13. Education

Entry-Level (Less than two years experience)

Mid-Level (2-7 years experience)

Senior-Level (More than 7 years experience)

## 14. Finance

Entry-Level (Less than two years experience)

Mid-Level (2-7 years experience)

Senior-Level (More than 7 years experience)

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## 15. Legal Services

Entry-Level (Less than two years experience)

Mid-Level (2-7 years experience)

Senior-Level (More than 7 years experience)

## 16. Public Policy/Legislative

Entry-Level (Less than two years experience)

Mid-Level (2-7 years experience)

Senior-Level (More than 7 years experience)

## 17. GIS/Web/IT Specialist

Entry-Level (Less than two years experience)

Mid-Level (2-7 years experience)

Senior-Level (More than 7 years experience)

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## D. WAGE INCREASES

### 18. Does your organization provide wage increases to employees?

- Yes
- No
- Don't know

### 19. If yes, how are the wage increases determined?

- According to COLA (Cost of Living Adjustment)
- Performance-based
- Non-performance-based bonuses
- Other (please specify)

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## E. LEAVE TIME

### 20. Which of the following types of leave (paid or unpaid) does your organization offer?

	Paid	Unpaid	Don't know
Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other types of family or medical leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sabbatical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 21. How many days of each type of PAID leave does your organization offer in the 1st and 5th year of employment?

	1st Year	5th Year
Vacation	<input type="text"/>	<input type="text"/>
Sick	<input type="text"/>	<input type="text"/>
Holiday	<input type="text"/>	<input type="text"/>
Personal	<input type="text"/>	<input type="text"/>
Paid Time Off (PTO)*	<input type="text"/>	<input type="text"/>

Other (please specify)

\*Paid Time Off (PTO): A program in which employees are given a set number of days off each year to be taken at their discretion (as opposed to separate time off for vacation days, sick days and holidays).

### 22. Are the following types of work schedules available to your employees?

	Yes	No	Don't know
Flextime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telecommuting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teleworking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Flextime:** A work schedule arrangement that allows an employee to select the hours he or she will work. There are usually specified limits set by the employer.

**Telecommuting:** This is a work arrangement in which employees enjoy limited flexibility in working location and hours. Many employers require the employee to work in a designated organizational office location a set number of days each week with the remainder of the days worked from home.

**Teleworking:** The term used for employees who work exclusively from outside the office, usually from home. A teleworker is usually connected to the workplace through email, the internet and/or a private network.



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## F. HEALTH & INSURANCE BENEFITS

### 23. Does your organization provide the following types of insurance for employees?

	Yes	No	Don't Know
Health	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dental	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Long-Term Disability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Short-Term Disability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Life	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### 24. If you answered Yes to providing health insurance, how does your land trust find and secure health benefits and insurance for staff?

- Chamber of Commerce member plans
- Land trust gets its own group plan
- Other association's member plans (e.g., state association of nonprofits)
- Land trust reimburses employee for cost of individual plans
- Other (please specify)

### 25. If you answered Yes to providing health insurance, is your organization's health plan through an:

- HMO
- POS
- PPO
- Don't know
- Other (please specify):

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## 26. Does your organization provide the following types of insurance for spouses/dependents of employees?

	Yes	No	Don't know
Health	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dental	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Long-Term Disability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Short-Term Disability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Life	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If yes, what is the average % of premium paid by the organization?

## 27. Does your organization provide the following types of insurance for domestic partners?

	Yes	No	Don't know
Health	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dental	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Long-Term Disability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Short-Term Disability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Life	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If yes, what is the average % of premium paid by the organization?

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## G. RETIREMENT BENEFITS

### 28. Does your organization provide retirement benefits?

- Yes
- No
- Don't know

### 29. If yes, what type of retirement plan does your organization provide?

- 403b
- Don't know
- Other (please specify)

### 30. If yes, what percentage of staff salary does the organization contribute?

Percentage

Up to what percentage will the organization match?

Up to what total amount will the organization match?

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## Optional Information

### 31. Please enter the number of staff you have of each race below:

White

Black or African American

American Indian or Alaska Native

Asian

Native Hawaiian or Other Pacific Islander

Other

### 32. Would you like us to email you a free copy of the survey report when it is released? if so, you must provide your contact information below.

Yes

No

### 33. This information is optional and will be used only to remove you from our email list for future survey reminders and to email you the report, if requested.

Name

Email

Organization

### 34. If you have any additional comments about this survey, you may enter them here:

Thank you for your participation.