

NP Salary Check

Sample search for: Training and Development Manager for a privately-owned educational services company

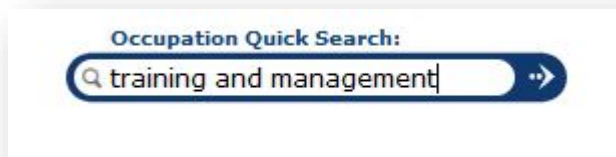
STEP 1: GUIDESTAR

→ **Wait, what is Guidestar?** *Guidestar is a public database that compiles information from across the nonprofit space that is required annually by the government for organizations to maintain their nonprofit status*

1. Go to Guidestar (via Hollis) at <https://www-guidestar-org.ezp-rod1.hul.harvard.edu/search#orgStructure> and search for your organization
2. Click on *Operations* and *Financials* tabs to determine size of organization, if organization is well funded, and what the highest paid employees
3. Check *Financials* for (this information on resources can help determine a company's ability to hire and support their employees' growth and development and identify the stability of organization (mix of revenue and assets from more than one source):
 - a. Revenue: Net 3M+
 - b. Assets: \$10,839,265
4. Check *Operations* tab for:
 - Size of company, i.e., numbers of employees: 118
 - Highest paid employees: look for relevant roles
 - \$111,767 -- DIRECTOR
 - There will be a buffer around the director of the school transformation and those he manages, so you know that it's likely the range will not
 - Board Leadership practices and answers to such questions as:
 - CEO OVERSIGHT: Has the board conducted a formal, written assessment of the chief executive within the past year?
 - ETHICS & TRANSPARENCY: Have the board and senior staff reviewed the conflict-of-interest policy and completed and signed disclosure statements in the past year?
 - BOARD COMPOSITION: Does the board ensure an inclusive board member recruitment process that results in diversity of thought and leadership?
 - BOARD PERFORMANCE: Has the board conducted a formal, written self-assessment of its performance within the past three years?
 - Fees paid for contractors

STEP 2: Onetonline.gov for salary range information for similar roles

1. Visit onetonline.gov
2. Input primary role / responsibility (not necessarily title) into *Occupation Quick Search* field (in this case, Training and Management)



3. Click on what appears to be the most relevant title (Training and Development Managers)

Quick Search for: **training and management**

Showing top 20 occupations for **training and management**. Closest matches are shown first.

How do they match?	Code	Occupation
	13-1151.00	Training and Development Specialists  
	11-3131.00	Training and Development Managers 

- Review the Summary Report for *Tasks* (most relevant) and *Reported Job Titles* to determine if you've really found the right match for what you're looking for. If yes, continue to step 5. If no, go back to Step 2.

Summary Report for:
11-3131.00 - Training and Development Managers

Plan, direct, or coordinate the training and development activities and staff of an organization.

Sample of reported job titles: Development Manager, Education and Development Manager, Education Director, Learning and Development Manager, Staff Training and Development Manager, Training and Development Coordinator, Training and Development Director,

View report: **Summary** Details Custom

Tasks | Technology Skills | Tools Used | Knowledge | Skills | Abilities | Work Activities | Detailed Work Activities | Work Context | Job Zone | Education | Work Values | Related Occupations | Wages & Employment | Job Openings | Additional Information

Tasks

5 of 11 displayed

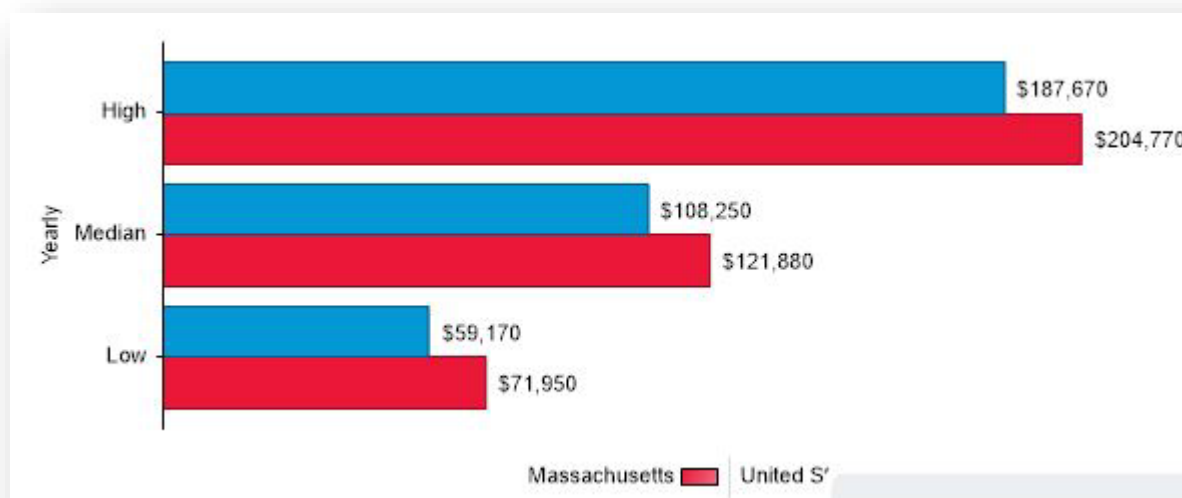
- Analyze training needs to develop new training programs or modify and improve existing programs.
- Evaluate instructor performance and the effectiveness of training programs, providing recommendations for improvement.
- Plan, develop, and provide training and staff development programs, using knowledge of the effectiveness of methods such as demonstrations, on-the-job training, meetings, conferences, and workshops.
- Prepare training budget for department or organization.
- Confer with management and conduct surveys to identify training needs based on projected production processes, changes in technology, and other factors.

- Scroll down to *Median Wage* section and click on *Local Salary Info* link, select your State, and click *Go*.

Median wages (2018) \$53.53 hourly, \$111,340 annual

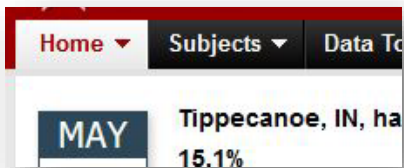
State wages 

- Review state wages graph, keeping in mind the salary of your supervisor from Guidestar and, ensuring a buffer between their salary and yours (which, depending on salary level, it might be ~\$20k), your offer is likely to be between low and median medians, so between \$72 and \$121k.



STEP 3: Dive deeper at BLS.gov

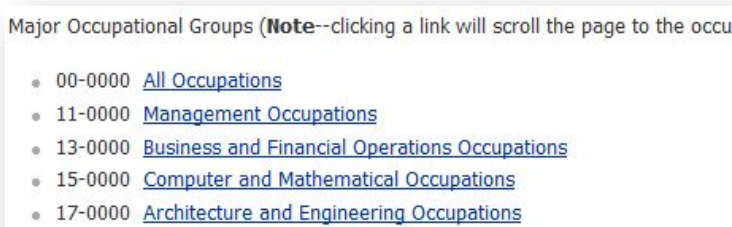
7. You can get more detailed information by researching the Bureau of Labor Statistics (BLS) category number (in this case 11.3131.00) in the BLS database at bls.gov. Once on the site, click on *Subjects* down menu.



8. Click on *Wages by Area and Occupation* and then *For over 800 occupations*.



9. Then click on the link related to the Major Category Group number that matches your Onetonline search (in this case 11-0000)



10. Then scroll down to the occupation title that matches your search (here: Training and Development Managers) and click on the link.

Occupation code	Occupation title (click on the occupation title to view its profile)	Level	Employment	Employment RSE	Employment per 1,000 jobs	Median hourly wage	Mean hourly wage	Annual mean wage	Mean wage RSE
11-3121	Human Resources Managers	detail	143,580	0.6%	0.992	\$54.47	\$60.91	\$126,700	0.4%
11-3131	Training and Development Managers	detail	35,690	1.2%	0.247	\$53.53	\$58.53	\$121,730	0.5%
11-9000	Other Management Occupations	minor	2,510,140	0.3%	17.343	\$43.33	\$48.51	\$100,900	0.2%
	Farmers, Ranchers, and								

11. Scroll down and click on the link to *Create Customized Tables*.



12. Select *One occupation for multiples industries*

One occupation for multiple industries

13. Select an occupation from the list

Select one occupation

- Transportation, Storage, and Distribution Managers
- Compensation and Benefits Managers
- Human Resources Managers
- Training and Development Managers**
- Other Management Occupations
- Farmers, Ranchers, and Other Agricultural Managers
- Construction Managers
- Education Administrators
- Education Administrators, Preschool and Childcare Center/Programs

14. Select *Sector 61 – Educational Services* – and click *Next*

Select one or more industry sectors

- Sector 51 - Information
- Sector 52 - Finance and Insurance
- Sector 53 - Real Estate and Rental and Leasing
- Sector 54 - Professional, Scientific, and Technical Services
- Sector 55 - Management of Companies and Enterprises
- Sector 56- Administrative and Support and Waste Management and Remediation Services
- Sector 61 - Educational Services**
- Sector 62 - Health Care and Social Assistance
- Sector 71 - Arts, Entertainment, and Recreation
- Sector 72 - Accommodation and Food Services
- Sector 81 - Other Services (except Federal, State, and Local Government)

Next

15. Then select *Education Services – privately owned*

Select one or more industries

- (-) INDUSTRIES
 - All Industries in this list
 - (-) Sector 61 - Educational Services
 - (-) Educational Services
 - Educational Services - State government owned
 - Educational Services - Local government owned
 - Educational Services - Privately owned

16. Select *Educational Support Services – privately owned* – and click *Next*

Select one or more industries

- (-) Business Schools and Computer and Management Training
 - Business schools and computer and management training - Privately owned
- (-) Technical and Trade Schools
 - Technical and trade schools - Privately owned
- (-) Other Schools and Instruction
 - Other schools and instruction - Privately owned
- (-) Educational Support Services
 - Educational Support Services - Privately owned

17. Select the data type for *Annual Wage* (includes annual 10th, 25th, 75th, and 90th percentiles and annual median wage) and click *Next*

Select one or more datatypes

(For printer-friendly HTML output, select a maximum of 10 datatypes)

- Hourly 10th percentile wage
- Hourly 25th percentile wage
- Hourly median wage
- Hourly 75th percentile wage
- Hourly 90th percentile wage
- Annual 10th percentile wage
- Annual 25th percentile wage
- Annual median wage
- Annual 75th percentile wage
- Annual 90th percentile wage

18. Select *Excel* and click *Submit*

19. This action will bring up a salary report that you can save.

Occupation (SOC code)	Annual 10th percentile wage ⁽²⁾	Annual 25th percentile wage ⁽²⁾	Annual median wage ⁽²⁾	Annual 75th percentile wage ⁽²⁾	Annual 90th percentile wage ⁽²⁾
Educational Services - Privately owned(611005)	59050	78500	102440	141200	188710
Educational Support Services - Privately owned(611705)	60650	74410	96590	134230	179200

20. We now have the following information about the sector, role and geographic location: [make notes]

Guidestar (Director salary)	\$111k	- \$20k buffer between Director and Manager = max \$91k
Onetonline (MA salaries for Training and Development Managers)	\$71-\$121.8k	
BLS (10 th percentile in Education Services / Education Support Services) (smaller organization or newer role at lower level)	\$59k / \$60.6k	
BLS (25 th percentile in Education Services / Education Support Services)	\$78.5k / \$74.4k	
BLS (annual median in Education Services / Education Support Services)	\$102.4k / \$96.5k	
Likely range		\$75 – \$90k
Personal range		\$80-120
Online form		\$80-\$90

Tips for what is your expected salary / salary range?

Walk away: \$80

Online form: \$80 - \$90

Email / Conversation: Based on that I'm bringing x, y, and z to the job, that I'm looking for a competitive salary, and the research I did, I was hoping for xx salary; however, I can be flexible.

Tip:

- Know your minimum (i.e., walk away) salary, and
- What the primary role / responsibility: training and management