How do I get to the survey?
Survey link for new participants: bit.ly/16cbNEW
Survey link for past participants: bit.ly/16cbPAST

Note to past participants: To obtain your unique Organization ID and Password please email cblead@cnmsocal.org or call (213) 225-6804.

How do I update my organization’s information?
The steps to update your organization’s information are as follows:
1. Click on the Past Participant link: bit.ly/16cbPAST
2. Enter your organization’s ID and password
3. Complete the survey and submit

Can I return to the survey later after I’ve already started? Can information be edited?
Any information answered in the survey can be edited by the organization before the survey answers are submitted online. Please refer to the survey questionnaire to assure you have the necessary information to fill out the survey. The survey questionnaire can be found here: cnmsocal.org/cb. Please note that once they are submitted, they cannot be edited.

Past Participants can simply use their Organization ID and Password to access their answers. New Participant information is saved once they answer questions and click on “Next.” They can also bookmark the page they are currently on to come back to it later. However, you will only be able to complete the survey on the computer where it was bookmarked.

I am a past participant, how do I download last year’s compensation data?
To submit an updated compensation data spreadsheet please follow these steps:
1. When you get to the “Compensation Data” portion of the survey, check the box that says “Yes, I would like to receive the spreadsheet of our past compensation data.”
2. You will receive an email from Employer’s Group with your information attached.
3. Update your organization’s data.
4. To submit your organization’s compensation data in a spreadsheet, please email the spreadsheet back to mramos@employersgroup.com. Include your organization name, and include a message that you would like the data in the spreadsheet to be used instead of the entering it online.
5. Continue and complete the next section: Compensation & Employment Practices.

I can’t see my answers, what should I do?
Please check your cookie settings in your browser. If the privacy settings for your network are too strong, it won’t allow you to see your answers but please rest assured that your answers are being entered into the online database.

What time period does the 2016 survey data cover?
Why can’t I see my answers I entered in the compensation portion?
Check your privacy settings. If you are entering the information your answers will be on the network, even if you cannot see the answers in your browser. If changing the privacy settings does not help, contact Employers Group at mramos@employersgroup.com—they can send you a link to the partially completed survey. That way the participant can see the answers they entered and continue from where they left off.

For first time participants the survey must be completed from the same computer, for security reasons.

How can I confirm that my organization has completed the survey correctly?
First time Participants receive an email from noreply@qemailserver.com indicating that the full survey was completed.

Past Participants receive 2 emails: the first from Monica at mramos@employersgroup.com indicating that the compensation portion of the survey as completed. The second email comes from noreply@qemailserver.com, which confirms that the Benefits portion was completed.

What are the benefits of participating?
Not only will you be helping the nonprofit sector, you will also receive perks for participating:
- A discount of $200 on the full book and a larger discount if you are a CNM Member
- A free Comparative Market Analysis, which is a personalized report that lays out a clear picture of how your organization’s salaries compare to organizations of similar budget size, geographic location, field of service and number of employees.
- Discounted registration to our Employer’s Summit (April 2016)

Why should my organization participate in the survey?
Our survey is an indispensable resource to Southern and Central California as it is the only compensation and benefits survey for the region. By working together to create this resource, we are ensuring that we all have the data necessary to make strategic decisions and provide our boards with market-driven criteria to remain in compliance with federal standards.

Who participates in the survey?
Over 500 nonprofit organizations of all budgets and staff sizes participate.

How does this survey differ from other compensation and benefits surveys?
Though there are other compensation and benefits surveys available nationwide, the CNM Compensation and Benefits survey is unique as it is the only survey for Southern and Central California nonprofit organizations. Our data is collected from over 500 nonprofits across Southern California providing current and local trends to the region’s nonprofits.

If I filled the survey out last year, why should I fill it out again?
Every year your data changes, so it is important to participate in the survey annually. As a past participant all you need to do is update and make any changes to your data from years previous. It’s easy!

My organization is small, will my data be beneficial to the survey?
YES! It is important to complete the survey, regardless of size or annual operating budget. There are many organizations that are small so your data is important in providing relevant data to other smaller nonprofits.
What does a Comparative Market Analysis look like and what types of information does it have? The Comparative Market Analysis (CMA) is only available for those that participate in the survey, for the year that they participate. This is a useful tool that provides an individualized snapshot of how your organization compares to similar organizations by budget size, geographic location, field of service, and number of employees.

A snippet of an actual CMA:

<table>
<thead>
<tr>
<th>SURVEY JOB CODES &amp; TITLES</th>
<th>Reported Salary*</th>
<th>25th %ile</th>
<th>Median %ile</th>
<th>75th %ile</th>
<th>Average %ile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive</td>
<td>$144,997</td>
<td>$138,138</td>
<td>$130,483</td>
<td>$132,583</td>
<td>$131,176</td>
</tr>
<tr>
<td>% DIFF. VS. SALARY</td>
<td>0.0%</td>
<td>5.0%</td>
<td>11.1%</td>
<td>9.4%</td>
<td>10.5%</td>
</tr>
<tr>
<td>Administrative</td>
<td>$100,006</td>
<td>$102,121</td>
<td>$114,408</td>
<td>$94,988</td>
<td>$95,992</td>
</tr>
<tr>
<td>% DIFF. VS. SALARY</td>
<td>-2.1%</td>
<td>-12.6%</td>
<td>5.3%</td>
<td>4.2%</td>
<td></td>
</tr>
<tr>
<td>070. Executive Assistant</td>
<td>$35,006</td>
<td>$50,090</td>
<td>$51,940</td>
<td>$50,111</td>
<td>$50,872</td>
</tr>
<tr>
<td>% DIFF. VS. SALARY</td>
<td>-30.1%</td>
<td>-32.6%</td>
<td>-30.1%</td>
<td>-31.2%</td>
<td></td>
</tr>
<tr>
<td>070. Executive Assistant</td>
<td>$41,600</td>
<td>$50,090</td>
<td>$51,940</td>
<td>$50,111</td>
<td>$50,872</td>
</tr>
<tr>
<td>% DIFF. VS. SALARY</td>
<td>-17.0%</td>
<td>-19.9%</td>
<td>-17.0%</td>
<td>-18.2%</td>
<td></td>
</tr>
</tbody>
</table>

What type of information is in each position?
Individual job titles provide data for the specific position in a variety of ways. You can look at the data by budget size, geographic location, field of services, number of employees within the organization, and number of employees managed.