



Ten Salary Classification Considerations When Hiring a Volunteer Management Professional

1. **Sphere of Responsibility:** Positions responsible for national/regional/multi-site activities and with senior responsibility for the volunteer function in the organization demand higher level skills and pay.
2. **Staff:** Does the position supervise other paid staff?
3. **Number of Volunteers:** Larger numbers of volunteers do not necessarily equate to a more complex program. Other factors such as risk, unique recruitment challenges, working with complex clients, and the developmental stage of the volunteer programs have huge impacts as well. However, generally speaking, the larger the number of volunteers, the more complex the volunteer management role.
4. **Budget:** What role will the Volunteer Management Professional play in budget management? And how large is the budget for which they will be responsible?
5. **Risk:** High risk programs, such as financial risks, working in physically risky environments, or with complex clients, require Volunteer Management Professionals with highly developed skills in risk management.
6. **Partnerships, Sponsorships and Collaborations:** Will the Volunteer Management Professional be expected to develop and nurture partnerships, collaborate with outside agencies, or seek and maintain sponsors for the organization and/or program? If so, compensation must take this into account.
7. **Program Complexity:** Highly specialized volunteer roles requiring a high degree of training, risk management, and/or targeted recruitment strategies (eg. suicide prevention counselors, consumer and peer educators, palliative care mediators) provide unique challenges and require Volunteer Management Professionals with higher level skills. Well established programs which have a variety of different volunteer roles also create more complex challenges. Smaller programs, focusing on a few well established roles are less complex.

8. **Program Maturity:** Development of a new volunteer program demands high level skills in developing roles, targeting recruitment, assessing risk and nurturing partnerships, while a well-established program requires the skills to ensure the continued support of volunteers, stakeholders and staff, ensuring that programs continue to provide the support needed.
9. **Reporting Relationship and “Fit” Within the Organizational Structure:** Salary classification will be influenced by the reporting relationship. Does the Volunteer Management Professional report to the CEO or Board Chair level or is it a Coordinator position reporting to a Manager? Due to the nature of the VMP role, it is recommended that the Manager, Volunteer Resources position be placed at a level commensurate with other managers such as Human Resources, since they manage and oversee a key – and complex - organizational resource.
10. **Education and Training:** As with all positions, the education and training that a Volunteer Management Professional brings with them will have a bearing on the salary decisions. Most Volunteer Management Professionals have a University Degree, a Certificate in Volunteer Management from an accredited post-secondary institute, and international CVA Certification (www.cvacert.org).



The document *Position Profiles for Volunteer Management Professionals*, also available on the VMPC website, is another tool which can be used in determining salaries for Volunteer Management Professionals.



A VMPC Member Survey conducted in May 2015 revealed that full-time salaries for Volunteer Management Professionals across the country ranged from \$40,000 to over \$100,000 per annum, with most salaries within the \$60,000 – \$80,000 range. The majority of professionals also reported having comprehensive benefit packages.

For further information on this subject or others related to the field of Volunteer Resources Management, please visit www.vmpc.ca .

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