



**Minnesota Council of Nonprofits:
2023 – 2024 Pay Grade Definitions
(Approved by MCN’s board of directors 11/22/22)**

Grade	Position Level	FSLA Class	Union	Supervises regular MCN employees	Minimum years of comparable work experience required	Bachelor of Arts (or equivalent) or higher degree preferred	Budget accountability*	Board and/or governance relations	Departmental oversight	Hiring and termination authority of regular MCN employees	Other particular duties
1	Executive Director	Exempt	No	Yes	12	Yes	Yes	Yes	Yes	Yes	CEO for the organization
2	Associate Director	Exempt	No	Yes	10	Yes	Yes	Yes	Yes	Yes	Internal leader for the organization
3	Department Director	Exempt	No	Yes	8	Yes	Yes	Some	Yes	Yes	Vision and leadership for a department, includes budget management and team leadership.
4	Deputy Director/MBP Communications Director/Senior Manager	Exempt	No	Yes	6	Yes	Some	Some	Some	Yes	Developmental step between grade 5 and 3. Could be used as a promotion. Doesn't need to be filled
5	Manager/Policy Analyst	Exempt	No	Varies	4	Varies	Some	No	No	Varies	Manages the work of a program or function
6	Advocate/Coordinator/Research Analyst	Non-exempt	Yes	No	2	No	No	No	No	No	Carries out the work of a program or function
7	Assistant	Non-exempt	Yes	No	entry level	No	No	No	No	No	Supports the work of a program or function
8	Intern	Non-exempt	No	No	entry level	No	No	No	No	No	Supports time-limited work or project that advances goals of organization and provides an opportunity for an emerging nonprofit professional

*For a more comprehensive overview of varying levels of expectations and responsibilities related to organizational budgeting, visit [MCN organizational financial literacy and staff empowerment 11.22.22.pdf](#).