



1029 Fletcher Ave, Suite 100  
Indianapolis, IN 46203  
[www.kibi.org](http://www.kibi.org)

Keep Indianapolis Beautiful (KIB) is a dynamic nonprofit organization with smart, motivated employees who work hard to make an impact in our community. KIB's vision is a vibrant city, with every neighborhood landscape thriving and well, and its people empowered, mobilized, and devoted toward that vision.

**Job Title:** Human Resources Director  
**Full-/Part-Time:** Full-Time  
**Regular/Temporary:** Regular  
**Salary:** \$53,000-60,000 (commensurate with experience).  
**Benefits:** Health, dental, & vision insurance; company-paid life, AD&D, short- and long-term disability insurance; 403(b) employer matches 3%; generous PTO and holiday schedule.

**Purpose:** The HR Director is a member of the Senior Management Team and is responsible for managing the HR functions and office administration, including benefit administration, compliance management, compensation and payroll, training and staff development, performance management, employee relations, and office/IT administration for the organization. The HR Director will work with all employees throughout the organization and will be instrumental in developing a culture that is inclusive for all. The ideal candidate is trustworthy, empathic, enjoys working with people, and demonstrates the flexibility to manage many situations and provide direction and/or feedback to both the management team and staff.

**Duties, Functions and Responsibilities:**

- **Payroll and Benefits**
  - Manage employee benefits, including updating employee records in the HRIS application.
  - Coordinate annual open enrollment and new hire enrollment in benefit plans.
  - Prepare and process bi-weekly payroll.
  
- **Compliance**
  - Ensure organization complies with all existing and new labor related guidelines, including Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), Department of Labor, workers compensation, and any other related guidelines relevant to the organization.
  - Coordinate annual compliance reporting for the 403B plan with plan administrator.
  - Administer Emergency Leave requests, short and long-term disability and workers compensation claims and incident reporting.
  
- **Employee Relations**
  - Oversight of employee life cycle (recruiting, onboarding, and offboarding).

- Partner with management to develop, communicate, and implement HR policies, procedures, and documentation of all employee status changes, compliance with employee handbook, etc.
  - Partner with the Diversity, Equity, Inclusion and Belonging Board Committee.
  - Monitor completion of quarterly and annual reviews.
  - Maintain personnel files.
  - Oversee and manage employee grievances and working with management team to address employee concerns.
  - Assist with employee communication and feedback by monitoring organizational culture to ensure it is in alignment with organizational goals.
- **Support KIB Office Operations**
    - Assist with preparation of the agendas, documents, and maintains minutes for Board of Directors and Senior Management meetings.
    - Oversee the duties of the Office Coordinator in partnering with IT provider to set up new users, maintain inventory of computer assets, set up phone and email services and procure equipment for employees.
    - Maintain standard operating procedures for HR and Office management and develop new ones as needed.
    - Oversee office management including equipment maintenance, supply ordering, security setup, and other related activities.

**Knowledge, Skills and Abilities:**

- Knowledge of ADP Workforce Now and Employee Navigator software preferred.
- Benefits administration experience.
- Knowledge of labor laws, HR best practices, and employee relations preferred.
- Current and historical work on Diversity, Equity, Inclusion and multi-cultural issues.
- Ability to build bridges, especially across generational groups.
- Knowledge of Microsoft Office products, including Teams, Excel, Word, Outlook, and SharePoint.
- Strong organizational and decision-making skills.
- Effective communication skills, both verbal and written.
- Excellent active listening, negotiation, and presentation skills.
- Ability to maintain a high level of confidentiality.
- A team player who will pitch in and help do what it takes to get a job done.
- Proactive, high-energy, and reliable.
- SHRM certification a plus.

**Education and/or equivalent experience:**

Relevant Bachelor's degree required. Minimum 5 years of progressively responsible work experience managing human resource functions in a non-profit organization, or equivalent.

Keep Indianapolis Beautiful helps people and nature thrive most effectively when we reflect the diversity of perspectives, voices, and abilities found throughout our city. The principles of diversity, equity, and inclusion are essential to our work, from supporting biodiversity in nature to engaging communities. KIB is an equal opportunity employer that encourages applicants, including persons of color, people who are LGBTQ, veterans, people who are multilingual or multicultural, and individuals of various ages and abilities to help us create a team with a broad range of backgrounds and thinking.