



Submit resume and cover letter by
Friday, August 11, 2023, at 5:00 PM

Kibi.org/jobs

1029 Fletcher Ave, Suite 100
Indianapolis, IN 46203
www.kibi.org

Keep Indianapolis Beautiful (KIB) is an environmental and community nonprofit with a mission to help people and nature thrive. We partner with neighborhoods, local government, universities, community groups, and businesses to achieve our vision of an Indianapolis that is loved, cared for, and ecologically rich. We are also one of the most volunteered-for organizations in Indianapolis, working with about 20,000 volunteers each year to plant trees and native landscapes, organize litter cleanups, develop, and support community placemaking, restore habitat, educate the public and employ youth.

KIB 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.

Job Title:	Neighborhood Engagement Program Manager
Reports To:	Director of Community Engagement
Full-/Part-Time:	Full-Time
Regular/Temporary:	Regular
Pay Rate Range:	\$42,500 - \$45,000
Benefits:	Health, dental & vision insurance (company pays 80-90% of employee coverage), company-paid life and long-term disability insurance and 403b match of 3%; generous PTO (Paid Time Off) and holiday schedule.

Purpose:

As Neighborhood Engagement Program Manager, you will work closely with the Director of the Community Engagement Department (CE) to develop a strategy for outreach, with a focus on external facing efforts within and beyond KIB programming. You will respond to the needs and goals of individuals and neighborhood groups, as well as ensure KIB's programmatic goals are met. You will manage KIB's community-facing initiatives, with support from the Community Engagement team, to further access resources in low-income and majority minority neighborhoods.

Duties, Functions and Responsibilities:

- **KIB Programmatic Responsibilities**
 - Lead engagement at a minimum of two GreenSpace projects each year
 - Lead engagement for assigned Community Forestry projects in Spring and Autumn seasons to ensure KIB's consistent connection to the community throughout tree planting projects
 - Leverage community connections and work with KIB's Development Department to identify potential resources to fund KIB's community initiatives
 - Lead internal coordination efforts between the Outreach team and other internal departments to ensure the successful delivery of collaborative projects

- **Neighborhood Outreach**
 - Coordinate, Plan, and Implement two KIB co-led community block parties a year
 - Coordinate with community organizations to partner in ways that are mutually beneficial
 - Work with other KIB staff (internal) and/or community partners (external) to develop the resources needed to educate about the benefits of trees
- **Partner Engagement**
 - Identify potential community partners to establish mutually beneficial relationships
 - Consistently engage with KIB focus areas to ensure on-going relationships regarding KIB programming
 - Develop, track, and manage relationships with a broad base of constituents in the Indianapolis area.
- **Metrics Tracking**
 - Work with Director to develop and implement a system to track progress made within CE department, in relationship to the KIB Strategic Plan and long-term impacts.
- **Other Duties as Assigned**
 - Respond and assist to any additional duties as asked by the CE Director or VP of Program Strategy.

Qualifications:

- Strong listening and communication skills
- Understand that diversity, equity and inclusion are integral parts of effectively executing our work, this position will require ease and familiarity with connecting and relating to people of color and different backgrounds
- Valid driver's license and is comfortable driving a truck and trailer, or willing to learn
- Spanish language a plus
- 3-5 years of community engagement experience and bachelor's degree; (or equivalent combination of education and experience).

Skills Desired:

- Highly organized, self-motivated, and able to identify how strategic goals shape and develop engagement goals
- Ability to multi-task and meet strict deadlines in a fast-paced environment
- Ability to resolve conflict in a kind and concise manner
- Ability to facilitate and moderate group discussions in a professional setting
- Ability to navigate ambiguity and unstructured professional situations
- A natural ease in new situations, and able to recall names and personal facts
- Flexibility in both work schedule and project implementation
- Able to positively represent an organization in the community and in a professional setting

Education and/or Equivalent Experience:

- Bachelor's Degree Preferred