



PLEASE NOTE: Resumes without cover letters will not be considered.

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, turn vacant lots into pocket parks, create outdoor classrooms, restore habitat, and educate 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 people 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: Vice President of Native Landscapes
Full-time/Part-time: Full-time
Regular/Temporary: Regular
Reports To: Sr. Vice President of Operations
Compensation: \$73,000 - \$80,000 + benefits (Company pays 80% of health insurance premium, matches up to 3% 403b).

Purpose: The Vice President of Native Landscapes plans, directs, and oversees operations activities for the Department of Native Landscapes (DNL) which includes GreenSpace, Community Forestry, and Urban Ecology/Youth Employment. This is a senior level employee who actively contributes to strategy and decision-making for the organization. This position is responsible for implementing efficient operations to meet current and future needs of KIB. This role contributes to our mission of a cleaner, greener, and more environmentally equitable city through strategic goal setting, leadership, and subject matter expertise in the areas of habitat management, urban forestry, and placemaking.

Duties, Functions, and Responsibilities:

- Spends roughly half of time focused on team management, and half in the field.
- Guides and directs the DNL team, including managers and directors and serves as second-level manager for coordinators. This includes goalsetting, performance management, and coaching.
- As a member of the Sr. Leadership Team (CEO, COO, SR VP of Operations, VP of Stakeholder Engagement, VP of Finance, and Director of HR), provides seasoned professional input and decision-making to inform the direction of KIB.

- Guides and supports activities across all DNL programs, in collaboration with other departments, to ensure completion of required work
- Ensures strategic plan and departmental goals are measured and reported regularly.
- Reviews and monitors DNL department and project budgets
- Facilitates and sets an example for effective cross-departmental communication and collaboration
- Participates in meetings with stakeholders for project implementation, ranging from the City of Indianapolis and Citizens Energy Group to neighborhood organizations and individuals, including donors
- Develops relationships with board members and regularly attends board meetings
- Establishes, communicates, and implements operations-related policies, practices, standards, and security measures to ensure safety, effectiveness, and consistent support of physical tasks
- Identifies training needs and ensures proper training is developed and provided
- Plans for optimal deployment of resources (people and equipment) to meet organizational objectives and contractual obligations
- Other duties as assigned

Knowledge, Skills, and Abilities:

- 7+ years and proven success in managing staff and teams, including goal setting, and providing regular performance feedback
- Strong decision making and conflict resolution skills
- Knowledge of plant and tree species, benefits, and proper planting techniques and willingness to further develop this knowledge
- Ability to work in-office and in the field
- Ability to accommodate seasonal nature of workload, including working weekends and/or evenings
- Excellent verbal and written communication skills
- Comfort representing the organization publicly, and sometimes with media present
- Training and/or knowledge of issues related to diversity, equity, inclusion, and belonging within organizations/workplaces
- Excellent organizational skills
- Proficient with Microsoft Office Suite

Education:

- Bachelor's degree or equivalent in horticulture, green infrastructure, environmental sciences, or similar
- 5 years of experience in landscaping, public horticulture, construction, or related field is preferred
- ISA Certified Arborist required or on a path to obtain certification

Requirements:

- Physically able to lift heavy items (up to 50 lbs) consistently throughout a regular workday
- Comfort walking and standing for long hours and withstand working outdoors in all seasons
- Ability to or willingness to learn how to:
 - Pull a 20-25' long trailer behind a full-sized pickup truck.

- Operate large machinery, including but not limited to skid steers, excavators, and forklifts
 - Use a variety of small power landscape tools: auger, tiller, etc.
- Exhibit KIB's Cultural Values of *Teamwork, Responsibility, Excellence, Openness, Balance and Joy*