



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 organization 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: Director of Community Engagement
Full-time/Part-time: Full-time
Regular/Temporary: Regular
Reports To: Vice President of Stakeholder Engagement
Compensation: \$58,700-\$65,000
Benefits: Health, dental & vision insurance (company pays 90% of employee coverage), company-paid life and long-term disability insurance and 403b match of 3%; generous PTO and holiday schedule.

Purpose:

As Director of Community Engagement, you will provide the leadership and vision for KIB to successfully respond to the needs and goals of individuals and neighborhood groups. You will work effectively across all KIB departments to deepen community relationships, strengthen our connections, and ensure authentic neighborhood involvement in KIB projects ranging from tree plantings to litter cleanups. You will directly supervise and mentor two additional engagement team members and participate in director-level meetings and decision-making processes, including budget construction and monitoring.

Duties, Functions, and Responsibilities:

Relationship Building:

- Develop, track, and manage relationships with a broad base of constituents in the Indianapolis area.
- Represent KIB at community meetings and public events to provide information, listen to concerns, and identify solutions.
- Build and maintain strong relationships and regular communication with community stakeholders and identify strategies to connect them with KIB programs.

Organizational Leadership:

- Lead the community engagement effort for KIB in all facets of the organization's work and serve as a connective thread between Community Engagement and all KIB departments.
- Collaborate with our Community Forestry program to lead an engagement strategy that builds neighborhood awareness and participation in tree plantings. This includes organizing and leading door-to-door canvassing.
- Collaborate with our GreenSpace program to attract new project applications, enhance the project selection process, and build community support.
- Collaborate with our Clean Neighborhood program to increase awareness and requests for the Adopt-A-Block and Great Indy Cleanup programs, especially in key identified neighborhoods.

Goal Setting and Visioning:

- Work with the VP of Stakeholder Engagement to refine and build sustainability in KIB's long-term engagement strategy, informed by KIB's mapping data, input from KIB volunteers and feedback from neighborhood residents and stakeholders.
- With input from the engagement team, create and implement annual goals aligned with the KIB's Strategic Plan and Justice, Equity, Diversity, and Inclusion Charter.
- Develop strategies, best practices and standards for a range of quality outreach and engagement efforts.
- Identify areas for growth within KIB's community engagement strategy.

Management and Mentorship:

- Supervise and provide guidance to the Manager of Community Engagement and Community Engagement Coordinator.
- Develop and manage the budget for the Community Engagement Department.
- Other duties as assigned.

Knowledge, Skills and Abilities:

Community Engagement:

- Proven track record in cultivating and maintaining relationships within communities.
- Skilled in establishing new connections and nurturing existing relationships.

Communication:

- Excellent written and verbal communication skills
- Strong interpersonal skills, including empathetic listening, facilitate ease and familiarity in connecting with people of diverse backgrounds.

Management and Leadership:

- Experience developing and managing a team and budgets

Technical Skills:

- Experience with GIS and/or Salesforce a plus.
- Proficiency in a second language is preferred (ex. Spanish, Haitian Creole, Chin, Tagalog)

Characteristics of a Strong Candidate:

- Highly organized, self-motivated and able to develop and implement strategic goals
- Ability to multi-task and meet strict deadlines in a fast-paced environment
- 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 KIB in the community

Education:

- Bachelor's degree required.
- 5+ years of community engagement experience, experience building and leading teams preferred.

Requirements:

- Comfort walking, standing for long hours, and withstanding working outdoors in all seasons.
- Physical ability to lift heavy items (up to 50lbs.)
- Some weekend and evening work required.
- Valid driver's license.
- Ability to or willingness to learn how to pull a 20-25' trailer behind full-sized pickup truck.
- Exhibit KIB's Cultural Values of *Teamwork, Accountability, Excellence, Diversity, Equity, Inclusion and Belonging, Balance, and Joy.*