



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 work with about 18,000 volunteers each year to plant trees and native landscapes, organize litter cleanups, turn vacant lots into pocket parks, 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 the city. 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.

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| Job Title: | Director of Volunteer Programs |
| Full-time/Part-time: | Full-Time |
| Regular/Temporary: | Regular |
| Reports To: | VP of Stakeholder Engagement |
| Salary: | \$56,100 - \$60,000 |
| Benefits: | Health, dental, vision insurance (company pays 90% of employee coverage), company-paid life and long-term disability insurance and 403(b) match up to 3%; generous PTO and holiday schedule |

Purpose:

As Director of Volunteer Programs for KIB, this position will lead one of the largest and most dynamic volunteer programs in Indianapolis, managing the engagement of over 18,000 volunteers annually. This role is responsible for setting the strategic direction for KIB’s volunteer engagement work, expanding innovative volunteer programs, fostering external partnerships, and securing funding to support long-term sustainability. The Director also represents KIB in key community partnerships and leads the team responsible for volunteer coordination and engagement.

Duties, Functions, and Responsibilities:

- Guides and directs the Volunteer team, including two Volunteer Coordinators. This includes goalsetting, performance management, completing anecdotal records, and coaching
- Set strategic vision for volunteer engagement across the organization, including recruitment, retention, and long-term participation goals
- Develop and implement innovative volunteer initiatives and expand existing programs to meet emerging needs
- Identify and secure sponsorships and 4-figure+ contributions in partnership with KIB’s development team to support volunteer program growth
- Represent KIB in local and regional coalitions, speaking engagements, and other public forums related to volunteerism

- Build and steward strong relationships with volunteers by creating meaningful, inclusive experiences and regular engagement opportunities
- Develop and implement strategies to ensure successful public and private/corporate group volunteer projects
- Manage programs and experiences for specialized volunteer groups (Tree Tenders, Ambassadors, Adopt-A-Block Captains, Great Indy Cleanup Coordinators)
- Ensure meaningful and regular volunteer recognition, including but not limited to, planning an annual Volunteer Appreciation Event
- Facilitate excellent internal organizational communication regarding volunteer projects, opportunities, feedback, and areas for improvement
- Monitor, evaluate, and report on volunteer program impact, including both quantitative and narrative reports
- Create and manage departmental budget
- Utilize Salesforce NPSP to post projects and manage volunteer registration and data
- Work collaboratively across the organization to foster a transparent, trusting, and positive work environment
- Assist with any additional duties as requested in service to the mission of KIB

Knowledge, Skills, and Abilities:

- Experience developing and implementing volunteer engagement strategy
- Proven track record managing teams and providing coaching, supervision, and staff development
- Demonstrated success securing grants, sponsorships, or programmatic donations
- Proficiency with program evaluation, data tracking, and outcome reporting
- Familiarity with Salesforce CRM, Formstack, and Microsoft Office Suite
- Skilled in engaging and leading large groups of volunteers in diverse settings
- Strong written and verbal communication; highly organized, adaptable, and deadline-oriented
- Excited by KIB's mission to help people and nature thrive
- Proficient in language other than English (e.g., Spanish, Haitian Creole, Chin, Tagalog) preferred

Education:

- Bachelor's degree in related field required
- 5+ years of relevant experience, or an equivalent combination of education and experience a plus

Requirements:

- Physically able to lift heavy items (up to 50 lbs.) occasionally throughout a regular workday
- Comfort walking, standing for long hours, and withstanding working outdoors in all seasons
- Ability to accommodate seasonal nature of workload, including working weekends and/or evenings as needed
- Valid driver's license with six points or fewer
- Ability to or willingness to learn how to pull a 25' long trailer behind a full-sized pickup truck
- Exhibit KIB's Cultural Values of *Teamwork, Accountability, Excellence, Diversity, Equity, Inclusion and Belonging, Balance, and Joy*