



**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.

<b>Job Title:</b>	Manager of Adopt-A-Block
<b>Full-Time/Part-Time:</b>	Full-Time
<b>Regular/Temporary:</b>	Regular
<b>Reports To:</b>	Director of Clean Neighborhoods
<b>Salary:</b>	\$48,000 - \$52,000 annually
<b>Benefits:</b>	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 the Manager of Adopt-A-Block (AAB), you will oversee one of KIB’s most impactful community programs. This role ensures strategic direction, program excellence, and resident and commercial participation in AAB, which represents the largest percentage of repeat volunteers at KIB and fulfills mission-critical commitments. The Manager works independently, while collaborating closely with colleagues across the organization, community partners, and volunteers to advance anti-litter initiatives and neighborhood engagement.

**Duties, Functions, and Responsibilities:**

- Program Leadership and Strategy
  - Lead all aspects of the Adopt-A-Block program, ensuring strong participation and alignment with KIB’s goals and funder expectations
  - Manage incoming block adoption requests (residential and commercial) and support block captains throughout their service
  - Develop and implement program improvements, renewal processes, and engagement strategies to sustain long-term participation
  - Facilitate and execute grant applications with the input of the AAB Steering Committee, comprised of internal and external partners (Mayor’s Neighborhood

- Advocates, IndyGo, White River Alliance, Central Indiana Community Foundation, Indy Arts Council, Community Neighborhood Leaders, etc.)
  - Facilitate communications, scheduling and running of quarterly AAB Steering Committee
  - Collaborate with Clean Neighborhoods team for monthly department newsletter including topic write-ups, metrics reporting, and volunteer storytelling
- Community Engagement and Outreach
  - Serve as the primary ambassador for Adopt-A-Block at neighborhood meetings, partner events, and community forums
  - Collaborate with KIB's Community Engagement team to recruit and onboard new captains
  - Organize and execute the annual Native Plant Distribution for captains with cross-departmental support
- Data and Reporting
  - Maintain timely, accurate participant and program data in Salesforce CRM, ArcGIS, and other platforms
  - Partner with Keys2Work to track and map litter abatement outcomes, score designated thoroughfares quarterly with assistance from the Clean Neighborhoods team
  - Assist with Manager of Waterway Cleanups to score major Indianapolis waterways
  - Assist with reporting requirements for the City of Indianapolis, Keep America Beautiful, and other funders
- Cross-Functional Collaboration
  - Partner with Clean Neighborhoods team on cleanup initiatives and provide support during departmental projects
  - Contribute expertise and support to organization-wide cleanups and special projects as needed
  - Ensure effective communication and alignment with colleagues across departments to meet shared goals
  - Collaborate with GreenSpace teams to hold bi-monthly Specialized Volunteer meetings
- Complete any additional duties as assigned in service to the mission of KIB

**Knowledge, Skills, and Abilities:**

- Strong verbal and written communication skills; active listener with ability to build relationships across diverse communities
- Demonstrated experience with data tracking, reporting, and program evaluation
- Highly organized, detail-oriented, and able to balance multiple priorities in a fast-paced environment
- Proficiency in Microsoft Office Suite (Teams, Excel, Word, Outlook)
- Familiarity with Indianapolis neighborhoods preferred
- Proficiency in a language other than English (e.g., Spanish, Haitian Creole, Chin, Tagalog) preferred

**Education and Experience:**

- Bachelor's degree preferred
- 2+ years of volunteer management, litter mitigation, or related field preferred
- Experience with Salesforce CRM, and ArcGIS Pro preferred

**Requirements:**

- Physically able to lift heavy items (up to 50 lbs.) consistently throughout a regular workday
- Comfort walking, standing for long periods, and working outdoors in all seasons
- Ability to adapt to seasonal workload demands, including evenings and weekends as needed
- Valid driver's license with six points or fewer
- Ability or willingness to learn how to:
  - Pull a 20-25' long trailer behind a full-sized pickup truck
- Exhibit KIB's Cultural Values of *Teamwork, Accountability, Excellence, Welcoming All Voices, Balance, and Joy*