

EMPLOYMENT OPPORTUNITY

Groundwork Indy Executive Director

Summary:

Groundwork Indy is committed to “changing places and changing lives” through on-the-ground projects that support communities in their renewal efforts. The mission of Groundwork Indy is to bring about the sustained regeneration, improvement, and management of the physical environment by developing community-based partnerships that empower people, businesses and organizations to promote environmental, economic, and social well-being. Visit our website located here:

<https://www.groundworkindy.org/>

Groundwork Indy, part of the national network of Groundwork Trusts, is seeking a full-time Executive Director (40 hours). In this role, the Executive Director will, in cooperation with and reporting to the Board of Directors, lead Groundwork Indy in administration, programming, and strategic planning of the organization. The ED is also responsible for financial management; hiring and managing staff and consultants; overseeing a broad range of planning, design, construction, stewardship, and education programs; building partnerships throughout the Indianapolis community; representing Groundwork at local, regional and national events; and fundraising and securing the necessary resources to ensure the organization’s mission and goals are met. Groundwork Indy’s office is currently located in the Northwest Area of Indianapolis at 1100 Burdsal Parkway.

More information about the Groundwork USA Network can be found at: <http://groundworkusa.org/>

Responsibilities:

The duties and assignments include, but are not limited to:

Organizational Support

- Manage all administrative tasks, including insurance and legal services, office space and systems, and financial management
 - Note: Groundwork Indy will be relocating during 2022. ED will have primary responsibility for swift and effective location transition.
- Identify and secure funding, which may include grants and gifts from private and public sources, fee-for-service contracts, and in-kind donations to support Groundwork Indy
- Manage compliance and reporting requirements, including quarterly reports to granting organizations, Groundwork USA, other funding partners, and federal and state revenue authorities
- Manage status reports as required by donors and funding partners
- Engage with the Board of Directors on a monthly basis for organizational updates and financial reporting

- Collaborate with the Board of Directors to identify, recruit, orient and train Board member candidates and maintain a diverse, engaged, and vigorous Board of Directors
- Contract and manage professional consultants and other services as necessary to support Groundwork Indy and implement projects
- Coordinate the development of all official communications on behalf of Groundwork Indy

Community Outreach and Mission-based Operations

- Empower youth participants to achieve program goals
- Support youth participants with challenges related to accountability, responsibility, and other interpersonal barriers
- Foster relationships with communities facing environmental justice issues
- Establish and maintain partnerships with public, private, and nonprofit entities to support the work of Groundwork Indy
- Responsible for the enhancement of Groundwork's image by being active and visible in the community and working closely with other professional, civic, and private organizations

Project and Staff Management

- Develop and implement projects and programs in keeping with overall strategic vision for the organization in consultation with the Board of Directors, community partners, and government agencies
- Provide day-to-day oversight and guidance to Groundwork staff
- Direct hiring, retention, and management of competent and qualified staff

Education/Experience:

- Bachelor's degree in related field, master's degree preferred
- Five years minimum relevant experience, including work in nonprofit management, local government, and/or community development
- Non-profit experience with responsibilities that include fund development, public relations and youth development, accounting/budgeting, and human resource management
- Proven capacity to work with corporate, philanthropic, and public sector officials
- Proven ability to work in a culturally diverse environment
- Volunteer management experience
- Demonstrated success in grant seeking, proposal writing, fundraising, and development
- Demonstrated management experience, including staff supervision and financial management/reporting

Required Skills and Characteristics:

- Have a strong youth-focused approach that supports and encourages program participants
- Strong work ethic and ability to act as a role model to the young adults in demonstrating hard work, focus and responsibility
- Excellent communication and interpersonal skills with the ability to communicate with the young adults, community members, and other project partners in a positive and clear way
- Highly organized and able to delegate and manage time effectively
- Excellent organizational skills and the proven ability to prioritize, plan and manage multiple tasks and agendas
- Comfortable speaking in community forums and facilitating relationships among various sectors
- Demonstrated ability to engage people of varying incomes and ethnicities in programs or projects

- Ability to effectively handle high stress situations and time deadlines
- Comfortable working with a Board of Directors and familiarity with nonprofit governance
- Leadership skills and ability to develop program vision
- Be a reliable and flexible leader
- Proficiency with word processing, spreadsheets, PowerPoint, QuickBooks, and internet communications

Other Requirements:

This position requires physical participation in the work projects, including trail clearing and maintenance, tree planting, and other strenuous activities. This position requires some evening and weekend hours. The spring and summer schedule may include overnight camping trips. A good driving record and ability to safely drive a 15-passenger van is required.

Background checks will be conducted.

Pay: The pay range is \$70-\$80k annual salary commensurate with experience and funding. Hours may increase beyond 40 hours per week during high-activity program periods.

Start Date: The candidate must be available to begin work on or about January 31, 2022.

Hiring Policy: Groundwork Indy is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any legally protected status.

To apply: Applications will be reviewed on a rolling basis. Please submit a letter of interest and resume by **January 31, 2022** to Pamela Griesemer, Board President at groundworkindy@gmail.com.