



Charitable Advisors

Not-for-profit News

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May 10, 2016

Data gathering for the Nonprofit Salary Survey has wrapped up. If you participated, THANK YOU and you will receive the salary report by Aug.1. If you did not, the full report will be posted on Charitable Advisors' website in September.



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FEATURES

Anchors provide foundation for nonprofit planning

By Lynn Sygiel, editor, Charitable Advisors

Ask any organization -- for-profit or nonprofit -- about strategic planning and most will tell you it's an important part of their operation. After all, what can be wrong about planning for the future?

Nothing, says Fort Wayne-based consultant Mike Stone, as long as it's done the right way.

Stone, the founder of Impact Strategies Inc., cautions that when it comes to strategic planning, nonprofits should have a different focus than for-profit companies.

There are things that for-profits can do that nonprofits cannot, and being constrained by their social mission is inherently limiting. Nonprofits not only have to find the consumers, but they have to find someone willing to pay for the service to clients.

"They are fundamentally chained there. I think it changes the nature of what strategy is. I think for a long time, it did a disservice because nonprofits tried to use a model that wasn't appropriate," said



Stone, who has been an adviser to nonprofits for the past 11 years.

"Unfortunately, nonprofits have adopted the processes that weren't always a good match. There are enough differences fundamentally between the for-profit and the nonprofit world that the wholesale importation of the for-profit model doesn't work well," he said. [Read more.](#)



Strategic planning: failures and alternatives

By Jan Masaoka, editor, Blue Avocado

Strategic planning swept into the nonprofit sector in the mid 1980s. Nonprofits were becoming seriously interested in management techniques, and strategic planning -- along with meeting facilitation and fundraising training -- was a focal point for that interest. Twenty years later, today no organization would dare say it doesn't have a strategic plan.

As the recession deepened, many nonprofits had strategic plans that they couldn't move forward on. Those plans aren't helping them figure out what to do instead.

And even before the economic crisis, there has been widespread grumbling about strategic planning. Too often dozens of meetings fail to produce new insights. Nonprofit staff is often frustrated that "the strategic plan is never used," while many board members feel the strategic plan is simply a validation of what the staff is already doing or has decided. Executive directors often get going on new ideas long before the strategic plan is adopted, and by the time the document is finished, it can feel like old news. [Read more.](#)

Alternatives to strategic planning

By Jan Masaoka, editor, Blue Avocado

Strategic planning -- when done appropriately for your organization -- can be exactly the right tool for the job. But, too often, strategic planning is undertaken for reasons that would be better served by other methods: engaging the board, getting everyone on the same page, getting buy-in from stakeholders, and so forth. And sometimes when boards are unhappy with their executive director, a strategic planning effort is the one thing they both can agree on.

Different processes are better for different types of decisions and challenges. Here are some tips to strengthen any process as well as some specific alternative planning processes.

Focus on the questions that need answers

Begin a planning process by asking this: What are the four or five questions to which we must have unambiguous answers by the end of this process?" [Read more.](#)

Social media: your key to talent

By Jeremy York, human resources field representative, Synergy PEO services

It is almost impossible to escape the influences of social media in our everyday lives. From Facebook posts, to Instagram photos, to Twitter's tweets, we are receiving information 24-hours a day. While much of this information relates to individuals' personal lives, some of it is business-focused reminding you of company news and events, industry trends and best practices.

But, have you ever stopped to consider how social media may benefit your organization or even you as a manager?

The reality is that social media can be your key to identifying and recruiting top talent for your organization. According to a 2016 survey conducted by the Society for Human Resource Management (SHRM), 84 percent of organizations use social media for recruiting. This statistic is up almost 30 percent from 2011. [Read more.](#)



LOCAL NEWS

People on the move



The Lilly Endowment Inc. has named two program directors.

Chanon Ross previously worked at the Princeton Theological Seminary in New Jersey where

he directed Princeton's Institute for Youth Ministry for more than 15 years. He will assist the Endowment's efforts to help congregations more effectively engage youth and young adults in congregational life and integrate their religious values with their passion for service. **Rev. Brian Williams** (left) has served as a pastor in United Methodist congregations in North Carolina and Indiana since 2006, most recently at University United Methodist Church in Indianapolis. His knowledge and experience will enhance the Endowment's efforts to strengthen pastoral leadership in diverse communities and help congregations develop stronger outreach ministries. Williams will have responsibilities in the Endowment's religion and community development divisions.



The Northeast Indiana Innovation Center (NIIC), a business incubator and entrepreneurial resource center in Fort Wayne named **Tammy Allen** as the

marketing communications and programs director. She was formerly with OrthoWorx in Warsaw.



Nate Lichti has been hired as IFF's senior project manager for Indiana. Previously, he was executive director of the Hamilton County Area

Neighborhood Development, Inc. He also serves as board vice president for IACED.



Sandy Pasotti has been named Providence Cristo Rey High School's associate director of development and special events. She previously worked as

associate director of Our Lady of Fatima



The School for Adult Learning at the University of Indianapolis has named **Bob Calliotte** director for strategic partnerships. He most recently served as Corporate

College Executive for Ivy Tech Community College. — *Inside Indiana Business*



The University of Notre Dame has named two vice presidents. **Michael Pippenger** will serve as vice president and associate provost for

internationalization. Pippenger currently serves as dean of undergraduate global programs at Columbia University and is an assistant vice president for international education. Mike Seamon (pictured) has been promoted to vice president for campus safety and event management and is currently associate vice president for campus safety at Notre Dame. — *Inside Indiana Business*

Retreat House, an agency of the Archdiocese of Indianapolis.



Jenny Peters has been named vice president, communications and marketing at Damar Services. Previously, she served in similar roles at City Securities and Old National Bank.



Xavier Hernandez has been appointed director of Purdue University's Asian American and Asian Resource and Cultural Center. He will succeed Victoria Loong,

interim director of the center since it opened in April 2015. — *Inside Indiana Business*

Announcements

Arts for Learning has received a \$21,000 grant from the Lilly Endowment, Inc. through the Summer Youth Program Fund. The majority of the grant will be used to support Inspiring scholars, a summer arts enrichment program presented through a partnership with Summer Advantage. A portion of the grant will also be used to support ArtForce, a summer apprenticeship program for high school students presented in collaboration with Ivy Tech Community College.

The Marion County Commission on Youth released its 2016 Youth Activity Directory (YAD), which contains more than 600 listings of summer, afterschool and volunteer programs and events for youth in Central Indiana. [Read more.](#)

The **Wabash Valley Community Foundation** topped its \$2 million challenge grant from a Lilly Endowment Inc. initiative. The foundation is eligible for the grant after raising more than \$3 million in additional funds in the span of 20 months. The grant was part of the endowment's Giving Indiana Funds for Tomorrow initiative, a \$66 million statewide challenge to community foundations. [Read more.](#)

New co-working space aims to help nonprofits and social entrepreneurs. Launch Cause's co-working space is now open and aims to help nonprofits and social entrepreneurs. [\(Video\)](#)



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Professional development

Making the case: Inspiring donor passion for your vision webinar on May 12 from noon to 1 p.m. (EST). Research has shown that transformative giving is driven by a powerful vision for the future. There are key elements to share to make a case for support to inspire others. For more information and to register: [click here.](#)

The power of innovation leadership symposium on May 18 at 8:00 a.m. to 4:30 p.m. at Franklin College (101 Branigin Blvd., Franklin). Training will bring together a stellar line-up of speakers from across the state to help organizations meet their goals through creative thinking and innovation. Break-out sessions include: reinventing your brand, growing an innovative team and more. Cost: \$129. To register: [click here.](#)

HR peer group on May 19 from 8:30 -10:00 a.m. at Central Indiana Community Foundation (1405 Broad Ripple Ave.). Workplace wellness programs generate savings for organizations based on decreased absenteeism and medical expenses, increased productivity and retention. It can also result in a positive image of the organization. Join as Chuck Gillespie presents Wellness done well - affordably! to learn how to utilize community initiatives to drive your workplace-wellness programming. To register, [click here.](#)

Seven secret questions to reveal communication styles workshop on May 24 from 11:30 a.m. - 1:00 p.m. at Ball State University Alumni Center (2800 W. Bethel Ave., room 2, Muncie) \$20. [Click here](#) or contact Lesley Devine at ldevine@uwdcin.org or 765-288-5586 #228.

Characteristics of financially healthy nonprofits forum on May 25 from 11:30 a.m. to noon. To assist your organization develop its financial leadership. For board finance committee members, board chairs and treasurers, presidents, executive directors, chief financial officer, controllers, accountants and bookkeepers. Those attending the forum will learn characteristics of financially-healthy nonprofit self-assessment. To register: [click here.](#)

Leadership Indianapolis offers LEAD, a community leadership skills development program, Fridays in June. Participants learn collaborative leadership skills including building trust, motivating team members, managing conflict and developing the confidence to lead. [Pricing and additional details can be found here.](#)

Leveraging social media to tell your story on June 7 from 6:00 - 7:15 p.m. East 38th Street Library (5420 E. 38th St.). Social media provides the platform to share your mission with the world. The workshop instructs participants how to earn attention by combining the power of storytelling with social media. Participants will learn how to leverage social media to reach new stakeholders through campaigns and mission branding in a new and intentional way, while taking advantage of strategies that are immediately applicable. Limited seating is available. Participants must register at 317-275-4350.



Volunteer opportunities

Please send your needs and donations of supplies, equipment, and furniture plus volunteer opportunities and requests to IndyNews@NotforProfitNews.com.

Want to have fun while making a difference? Volunteer for the **American Diabetes Association's Tour de Cure** at the Indianapolis Motor Speedway on June 4. For 25 years, this signature cycling event supports the 750,000 Hoosiers living with diabetes, and aids in local research, support and programming. Various shifts and opportunities are available on the day prior to the event (June 3) and on event day (June 4). Lunch and T-shirts will be provided to all volunteers. If interested, contact Alyssa Freeman by e-mail afreeman@diabetes.org or call 317-352-9226.

Jameson Camp needs volunteer for summer camp for volleyball court set-up, assembling the "relaxation room", hammock garden preparation, sorting through the clothes and camp out closets, relocating computers, decorating hallway bulletin boards, trail clearing and organizing the camp library and game room. Contact Carolyn at carolyn@jamesoncamp.org.

CHIP is looking to recruit 20- to 30-year-olds to revitalize and **relaunch its young professional (YP) group**. Commitment includes, monthly meetings and quarterly events, including but not limited to social, advocacy/awareness and fundraising events. If you or someone you know may be interested, email Zach Alexander at zalexander@chipindy.org to get connected!

Swap

To submit an item, [click here](#).

NEED: The Autism Society of Indiana is moving to a new space with room for the organization to grow. For its new space ASI needs: a refrigerator, bookshelves, comfortable chairs, lamps, art, locking file cabinet (with shelves) and dry-erase boards. Contact Philomena Duffy at pduffy@inautism.org or 800-609-8449.

DONATION: Approximately 11 offices' furniture in good shape, includes dark wooded desks, desk hutches, bureaus and bookshelves. Also 40 tan work stations, 6 ft. by 9 ft. in pretty good shape. Available May 31 to be picked up at Carmel location. Contact name: Art Fisher at afisher@determine.com.

DONATION: Have several boxes of travel-size toothpaste tubes and travel size bars of soap. Email Dawn Adams, at Food4Soul, dawnadamsx2@gmail.com



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TRENDS / RESOURCES

National news



[Preparing for crisis communications.](#)

Stakeholders expect communications just minutes after an incident. To be effective in the slim window before criticism begins to build, you simply must be prepared. Prepared for what, exactly?



[What nonprofit leaders think about communications.](#)

Twenty-seven percent of small nonprofits reported budgeting less than \$1,000 a year on marketing or community relations.



[How to turn volunteers into nonprofit fundraising champs.](#)

A successful nonprofit has many players, all performing different functions and at varying levels of commitment. Volunteers are no exception.



[Wearing lots of hats?](#) Maybe it's time to outsource. Nonprofit employees tend to wear many hats, covering a range of administrative tasks to preserve precious budget dollars for mission and program work.

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Legal/Administrative

Charitable Allies: nonprofit that provides affordable, experienced nonprofit legal services.

Human resources

Synergy: professional employer organization (PEO), Synergy assumes the risk and liability of employing employees, and administers payroll, benefits and human resources.

FirstPerson: professional advisory firm that creates meaningful work experiences through benefits, HR and wellness solutions.

Technology, software, services

FTM LLC: software advisor to improve organization's financial operations with system implementation, training and support.

Netlink, Inc.: An information technology service provider delivering best practice information, technology guidance, implementation and support in order to contribute to nonprofits' mission and success.

Finance/accounting/bookkeeping

Alerding CPA Group: accounting firm with nonprofit experience provides audits, accounting, tax services, planning and board governance.

BKD: CPAs and advisors offering services in assurance, tax, risk management, technology and forensic to closely-held businesses, nonprofit

Banking/asset management

The National Bank of Indianapolis: the bank of choice for nonprofit organizations.

Transition/retirement

Alerding CPA Group: provides board governance, training, consulting and succession planning.

Charitable Advisors: BoardSource-certified governance trainer, support for board-led ED/CEO search process.

Metamorphosis Change

Agents: Specializes in leadership transitions and organizational development for small to mid-sized nonprofits and associations.

Education/training

School of Public and Environmental

Affairs at IUPUI: At SPEA, people learn how to work in government, nonprofit and business roles to make positive changes in their communities, their states, their countries and the world.

Indiana University Lilly Family School of Philanthropy:

Our programs are the first in the nation to focus on philanthropy's history, culture and values. Through traditional or online master's degree programs, gain the knowledge and skills necessary to pursue further graduate study or to enter the field as a

organizations and individuals.

FTM LLC: works solely with nonprofits on bookkeeping, audit preparation, outsourced controller and CFO services.

VonLehman CPA & Advisory Firm: serves over 300 diverse nonprofit clients by providing expertise in assurance services, accounting, tax, internal controls, OMB compliance, performance improvement, board governance and consulting.

Fund development

The Indiana Philanthropy Alliance: brings back its Directory of Indiana Grantmakers. The searchable, online database, includes profiles for over 1,000 funders of Indiana nonprofits. Pre-order now for early-bird pricing; available at the end of the first quarter.

Johnson, Grossnickle and Associates: Authentic strategic and philanthropic consulting firm that offers client-focused, highly-customized solutions. The firm specializes in assisting nonprofit groups with strategic planning, capital campaigns, development audits, feasibility studies and general fundraising counsel.

nonprofit professional.

The Indiana Association for Community Economic Development (IACED):

supports a network of organizations to build vital communities and resilient families through community building, training, technical assistance and advocacy.

Trine University: The School of Professional Studies is dedicated to serving adult students. Offering bachelor and master degrees with coursework both on-site and online. Accelerated classes start every eight weeks and multiple tuition discounts are available for those who qualify.

Leadership Development

The Heart Projects by Stefanie Krievins:

Leadership coaching and personal development for nonprofit staff, volunteers and board members to help get the right projects done with heart.

Leadership Indianapolis: develops and mobilizes a robust pipeline of community leaders to address and solve the issues and opportunities facing the growing metro area.



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Real estate

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Get that extra office space leased or that extra building sold by using the new NFP News real estate section to let people know you have extra space, an extra building or even residential property for sale. Photos and a web link may be included to give readers more information. To learn more, contact Julie at Julie@CharitableAdvisors.com



Affordable Near-Southside office space

DOWNTOWN 300 to 10,000 sq. ft. Great location at I-65 and South Keystone Avenue (3530). Five minutes from downtown with easy access to all Indianapolis. Free parking. Many restaurants nearby. Other nonprofits on site. Low rates: \$10 to \$12 per square foot depending on space size. Call Ron at: 317-702-6079.



The Sol Center is the perfect place for your next gathering

Host your next business meeting, board meeting, social gathering or board retreat at the Sol Center, home to Meal on Wheels. Located downtown, its 2,500-square-foot ballroom is handicap accessible and seats 150 people. The space offers

such amenities as a state-of-the-art A/V system, dual 10 ft. x 7 ft. ceiling-mounted screens, small stage and podium, a caterer's staging kitchen, coatroom and free-lighted parking. Rental income is used to subsidize meals for our low-income clients. For information, contact Vicki Burdick at 317-252-5558.



Vibrant nonprofit setting

Conveniently located near Butler University, Christian Theological Seminary, and the Indianapolis Museum of Art (42nd and Michigan Rd.) and available to all "nonprofit" organizations representing education, advocacy, faith and social services. Amenities include

special introductory rates, full-service leases, nicely-equipped conference rooms of various sizes, ample free parking, and helpful on-site management. Contact us at 317-923-3617 or

iic@indianainterchurch.org.



For emerging nonprofits

Nonprofit co-working office space in historic Lawrence Village near Fort Harrison State Park. The co-working space, 6,800 sq. ft., is fully furnished and includes WiFi, elevator access and parking and is offered by Launch Cause. The nonprofit is dedicated to helping emerging nonprofit organizations. Multiple

leasing options are available and space scholarships. [Learn more.](#)



Westside church for sale

1402 N. Belleview Place, asking price is **\$700,000**. Spacious three-level church (18,900 square feet) with 600-seat sanctuary capacity; lower-level fellowship hall; beautiful stained glass windows; heated baptism pool; commercial kitchen. Plenty of options for office and classroom space. Great location for community outreach; located five minutes from downtown on a bus line. Facility has been approved for childcare ministry

operation as well. For more information, please call the church office at 317-635-1942.



Located on the IUPUI campus

A full-service commercial office building with a total of approximately 9,400 rentable square feet located on the third floor. The space has two individual suites - one approximately 1,900 square feet and the second 7,400 rentable square feet. Close to Indianapolis downtown retail and dining facilities, just off Indiana Avenue and West Street. Parking near the offices.



JOBS

This week's jobs

[PLACE A JOB AD](#)

To view all jobs, visit the [Not-for-profit News jobs' board](#).

Job ad special of \$77 for Intern/Americorps posts through April. Please send ad copy to Kristen at ads@charitableadvisors.com. Deadline is Sunday evenings for Tuesday's newsletters.

EXECUTIVE

Managing Director - Indy Hunger Network. As a collective impact organization dedicated to creating a system where all who are hungry can access the nutritious food that they need, Indy Hunger Network is...[more](#)

FUND DEVELOPMENT

Affinity Group Manager, Emerging Leaders - United Way of Central Indiana. Lead United Way of Central Indiana (UWCI) strategies and activities primarily, but not exclusively, to grow the giving and engagement of members of the Emerging...[more](#)

Fund Development and Community Engagement Director - Indiana Latino Institute. This position is responsible for working with the President/CEO and Board of Directors for planning, coordinating and executing all aspects of fund development...[more](#)

FINANCE

Finance Manager (Part-Time) - Indiana Bar Foundation. (20 hrs./week) The Indiana Bar Foundation is a charitable organization dedicated to strengthening access to justice and appreciation for the rule of law in Indiana...[more](#)

MARKETING/COMMUNICATIONS



Marketing Manager - Global Gifts. Global Gifts is seeking a full time marketing manager to assist with electronic, social, and traditional media promotions. Responsibilities will include helping to...[more](#)

Program Manager - Random Acts of Flowers (RAF). The Program Manager serves as the face of Random Acts of Flowers within the community, leading the charge in recruiting and on-boarding volunteers, while...[more](#)

Coroner Liaison - Indiana Donor Network. Are you looking for an exciting career opportunity to use your knowledge and skills to save and enhance lives...[more](#)

ADMINISTRATIVE

Executive Assistant - Children's Bureau, Inc. This critical position provides effective and timely support for the CEO...[more](#)

Executive/Administrative Assistant - Indiana Statewide Independent Living Council (INSILC). Provide executive and administrative support for the INSILC Executive Director and INSILC. The Executive/Administrative Assistant will correspond with...[more](#)

Executive Assistant - Delta Tau Delta Fraternity. Delta Tau Delta Fraternity seeks a highly organized and detailed-oriented individual to fill the position of executive assistant. This full time position is a...[more](#)

PROGRAMS

Weekend Client Coordinator - Senior Home Companions. The Weekend Client Coordinator's (WCC) primary role is to provide office support and phone coverage for the weekend hours. The WCC position requires an ability...[more](#)

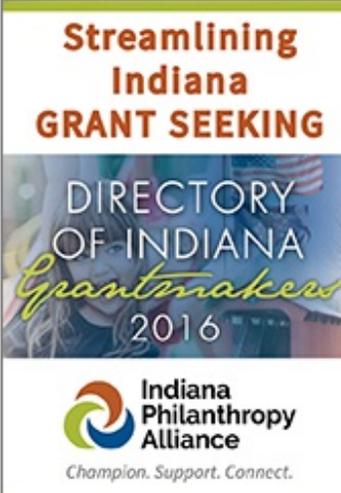
Senior Program Director - Indiana Latino Institute. The Senior Program Director will be responsible for the planning, coordination, implementation and oversight of all programming provided by ILI through our...[more](#)

VJP Bilingual Legal Assistant - Neighborhood Christian Legal Clinic. The Neighborhood Christian Legal Clinic is looking for a compassionate and driven person to "seek justice, love mercy, and walk humbly with God" (Micah 6:8)...[more](#)

Case Manager - Horizon House. Horizon House, the only secular resource center exclusively for those experiencing homelessness in Indianapolis, is seeking to hire a full time...[more](#)

Case Manager - Family Promise of Greater Indianapolis. Family Promise of Greater Indianapolis is currently seeking a Case Manager for our Day Center. This position is responsible for the intake and case management...[more](#)

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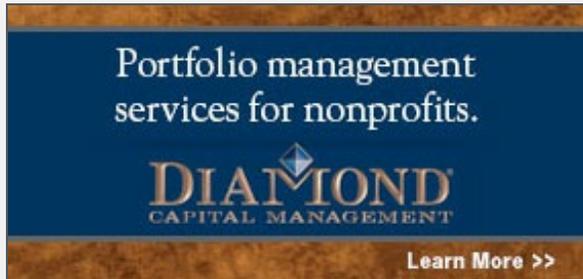
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leadership
AUGUST 18-19

Civic Boot
Camp Just for YPs
SEPTEMBER 16-18

LeadershipIndianapolis.com

Job Fair, May 19th - Family Development Services. Bring your passion for working with children and families in a professional, service oriented and nurturing Early Childhood Education agency to one of our Job Fairs...[more](#)

[BACK TO TOP](#)



Last week's jobs

EXECUTIVE

Executive Director - Progress House. Progress House seeks a full time Executive Director. This position provides leadership in fulfilling the mission of Progress House. The Executive Director ...[more](#)

Managing Director (part-time) - Indianapolis Men's Chorus. The Indianapolis Men's Chorus (IMC) is a 501(c)(3) non-profit that entertains, educates, and promotes inclusive community through musical excellence. The IMC...[more](#)

FUND DEVELOPMENT

Loaned Executive - United Way of Central Indiana. To assist the corporate fundraising team with organizing, developing, and managing workplace pledge drives for an assigned portfolio of accounts while ...[more](#)

Associate Vice President for Advancement - Purdue Research Foundation. The Purdue Research Foundation, University Development Office has an opening for an Associate Vice President for Advancement. The Associate Vice President...[more](#)

Director of Annual Giving and Stewardship - Hanover College. The Director provides support to the Senior Director of Development in the implementation of annual fundraising and stewardship programs. S/he implements...[more](#)

Manager, Annual Fund - Goodwill of Central Indiana, Inc. The Manager, Annual Fund (Manager) is responsible for developing and executing a comprehensive annual giving program focused on unrestricted support of...[more](#)

Director of Foundation and Government Relations - The Children's Museum of Indianapolis. The Children's Museum of Indianapolis is seeking a STRONG and experienced grant writer to become their next Director of Foundation and Government...[more](#)

FINANCE

Senior Accountant - Eastern Star Church. The Senior Accountant serves as the lead accountant that ensures the accurate and proper recording of all accounting activity with timely reporting. Under

the...[more](#)

Director of Finance - Wernle Youth and Family Treatment Center. Wernle Youth and Family Treatment, located in Richmond Indiana, is a non-profit residential treatment, behavioral and mental health care agency committed to...[more](#)

Accounting Assistant - Eiteljorg Museum. The Eiteljorg Museum of American Indians and Western Art, Indianapolis, IN, is currently accepting resumes/applications for the position of Accounting Assistant....[more](#)

PROGRAMS

Program Manager - Timmy Global Health (TGH). Timmy Global Health (TGH) is an Indianapolis-based nonprofit that seeks to expand access to healthcare, while empowering students and volunteers to tackle...[more](#)

Correctional Family Officer (part-time) - John P. Craine House. Two great part-time positions in a residential facility for non-violent women and their pre-school age children with potential for full-time. Unique criminal justice...[more](#)

Director of Education Programs - CEDIA. CEDIA seeks a Director of Education Programs to join its Education Team. The Director of Education Programs will plan, develop, and administer programs for...[more](#)

Information and Referral Manager - Alzheimer's Association Greater Indiana Chapter. The Information and Referral Manager is responsible for the daily operations of the 24/7 Helpline. This role coordinates the local and statewide information and...[more](#)

Director of Programs - Project Home Indy. PHI is seeking a bright, driven, and caring visionary with proven leadership skills and significant clinical social work experience for this executive-level position...[more](#)

Director of Programs - La Plaza. The Director of Programs will be responsible for designing, planning, implementing and evaluating the programs and services offered by La Plaza...[more](#)

Match Specialist - Starfish Initiative. Starfish Initiative is an Indianapolis-based organization that inspires, encourages and prepares promising, economically disadvantaged students for college and...[more](#)

Assistant Health Supervisor - Jameson Camp. Jameson Camp is currently hiring seasonal staff to work with the more than 550 children we serve in our Summer Camp programs. Our Assistant Health...[more](#)

MARKETING/COMMUNICATIONS

Development & Marketing Manager - Timmy Global Health (TGH). The Development & Marketing Manager (D&M.M) is responsible for the implementation, execution and overall success of Timmy Global Health's (TGH)...[more](#)

Special Events Coordinator (part-time) - Meals on Wheels of Central Indiana. Part Time (20-25 hours) Meals on Wheels of Central Indiana innovates, educates and collaborates to end hunger and malnutrition for our senior, disabled and ...[more](#)

HUMAN RESOURCES

Director, Human Resources - New Hope of Indiana. New Hope of Indiana is currently seeking a dynamic, hands-on, Director of Human Resources. Reporting to the CEO, the Director of Human

Resources will identify...[more](#)

ADMINISTRATIVE

Ministry Assistant (receptionist/administrative assistant) part-time - IN Conference of the United Methodist Church. The Central District of the IN Conference of the United Methodist Church is seeking a part-time Ministry Assistant (receptionist/administrative assistant) (M-F, 9-3) who...[more](#)

Administrative Assistant/Receptionist - Music for All, Inc. Music for All is seeking an individual to be our Administrative Assistant & Receptionist. This individual reports to the Accounting Manager and is the first...[more](#)

Administrative Assistant (part-time) - Life Centers. Life Centers is seeking a part-time Administrative Assistant for our Admin Office located on the NW side of Indianapolis. This position will be M-F, averaging 25...[more](#)

Global Education Analyst - Kiwanis International. Work directly with the Manager of Global Education to develop, implement, and deploy leadership and educational materials throughout all levels of the Kiwanis...[more](#)

INTERNSHIP/VISTAS

Americorps VISTA - The Oaks Academy. Are you a recent college grad or current college senior looking for a 'gap' year of service? Get real-world experience and high-level responsibility before you start ...[more](#)

Fall Participant Relations Intern - Music for All. Music for All is seeking qualified candidates for our Fall Participant Relations Internship. The Participant Relations Intern works under the direction of the...[more](#)

Participant Relations Intern for the Tournament of Roses Parade - Music for All. Music for All is seeking qualified candidates for our Participant Relations Intern for the Tournament of Roses Parade. The Tournament of Roses Intern (TOR) works...[more](#)

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