



Charitable Advisors

# Not-for-profit News

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August 30, 2016

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## FEATURES

# 2016 Nonprofit Salary Survey report released

By Bryan Orander, president, Charitable Advisors

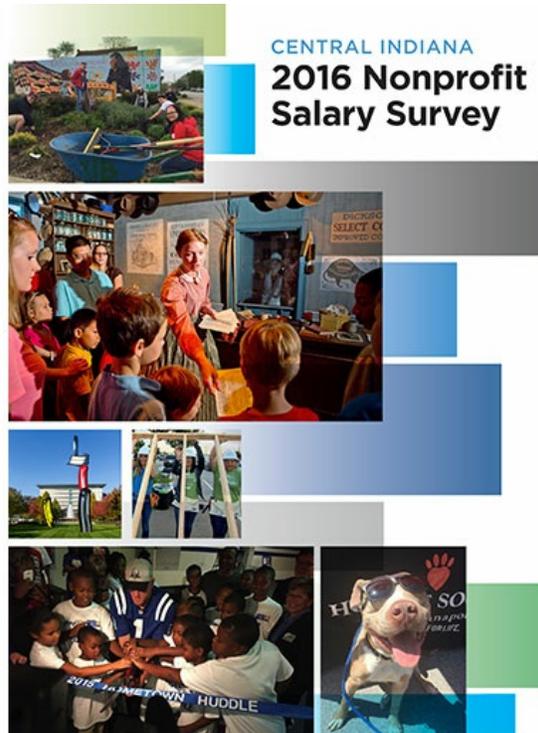
Next week is Labor Day when the focus is on jobs.

As the U.S. recovers from the recession of the previous decade, the labor market has tightened. Amid whispers that the country is moving towards statistically full employment, many employers are reverting to a basic method of recruiting and retaining workers: higher pay. The positions are out there, and employers are upping the ante to get people to fill them.

Citing statistics from the Federal Reserve Bank of Atlanta's wage tracker, Bloomberg reported that as of May, the median U.S. worker enjoyed a 3.5 percent wage increase from the same period last year. The figure is the highest year-over-year number since 2009.

How is this playing out in the local nonprofit sector? We have some insights.

Every other year since 2010, Charitable Advisors has recruited sponsorship from local businesses to assemble and publish the nonprofit salary survey report. [Read more.](#)





## Recommendations from the field

By Charitable Advisors

How many times have you picked up a report with good intentions? You'll study it tomorrow or review its lessons at a later time. Here are some suggestions from local leaders about the ways they have utilized past Salary Survey data.

### As a budgeting tool

- Jennifer Tiplick, the Humane Society of Indianapolis chief financial officer, will use it as a tool for next year's budgets.
- Beth Gehlahusen, Meals on Wheels of Hamilton County executive director, said it is the best way to see where her organization falls in the market. "It is helpful to our board of directors to see the 'big picture' and then to be able to relate it to our organization. The release time is very helpful for 2017 budgeting."

[Read more.](#)

## Download the 2016 Central Indiana Nonprofit Salary Survey

Every other year since 2010, Charitable Advisors has recruited support from local businesses to assemble and publish the nonprofit salary survey report.

More than 240 area nonprofits participated in this year's survey. In 2016, sponsorship support was provided by VonLehman CPA, First Person Benefit Advisors, The National Bank of Indianapolis, and Financial Technologies and Management.

The survey solicits compensation and benefits information for twenty common nonprofit positions and then segments the information based on organization size, by either annual budget or number of staff.

[Download the Salary Survey now](#)

## Sponsor's insight

### Mission requires advocacy

By Andy Fraizer, executive director, IACED

Sometimes presenting an award causes you to reflect. As a board member of the Indiana Coalition for Human Services (ICHS), it was my pleasure recently to present Bill Moreau with the Paul Chase Advocate Award.

The award, created in the wake of Chase's untimely death in 2014, pays tribute to a volunteer or staff member who exemplifies Chase's style of advocacy: honesty, integrity, data-driven, passion and a sense of humor. Moreau, a Barnes & Thornburg attorney, was recognized for his tireless volunteer efforts to end homelessness in Indianapolis predominately through his service as a board member of the Coalition for Homelessness Intervention and Prevention. He has served in that capacity since 2002.

This celebration of Moreau's leadership caused me to reflect on the vital role nonprofits play as advocates and lobbyists. Derived from the Latin word *advocare*, which means "coming to the aid of someone," advocacy is synonymous with serving. [Read more.](#)



## People on the move



of economic and community development.

**Jennifer Miller** is the executive director of Hamilton County Area Neighborhood Development, Inc. (HAND). Miller comes to HAND from the City of Westfield where she served as the assistant director



child services agency in Elkhart.

**Stacey Anderson** has joined Aly Sterling Philanthropy (ASP) as an advisor. Prior to ASP, Anderson served as the marketing and development director for Child And Parent Services (CAPS), a premier



implementing a program that will empower the museum to reach its short- and long-term goals. Lowder previously was the development director at the Indiana University School of Medicine.

The Eiteljorg Museum of American Indians and Western Art announced **Nataly Lowder** as vice president for advancement. Lowder will help execute the Eiteljorg Museum's strategic plan, shaping and



worked at the Eiteljorg since 2005 and has more than 20 years of marketing communications experience.

The Eiteljorg Museum also recently appointed **Bert Beiswanger** to director of marketing and communications. Beiswanger, a 1993 graduate of the Ball State University School of Journalism, has



Marian University has hired **Zach Wadley** as its new sports information director. He previously spent two years as a graduate assistant in the Illinois State University athletics communications office.

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## Announcements

Leadership Indianapolis is now accepting applications for the 2016 **Get on Board** event. Nonprofit organizations that are looking for board members and leadership-level volunteers are invited to participate. This year's event will be held on Sept. 26 at the Children's Museum of Indianapolis. To learn more about exhibiting, [click here](#).

With last week's severe weather around the state, **Indiana Philanthropy Alliance** is providing some resources for giving: [click here](#).

As part of its centennial celebration, The **Indianapolis Foundation** awarded \$1 million in surprise grants at the gala at the Scottish Rite Cathedral. Grants went to area nonprofits and individuals. For the complete list of awardees, [click here](#).

The **Indiana State Fair Foundation** announced the completion of the Coliseum Campaign after raising \$10 million towards the \$53 million renovation to the Indiana Farmers Coliseum and the \$10 million addition of the Pop Weaver Youth Pavilion. [Learn more](#).

**Stand for Children Leadership Center Indiana (Stand Indiana)** announced it has received a one-time, one-year \$25,000 grant from The Indianapolis Foundation, a Central Indiana Community Foundation (CICF) affiliate. The funding will support Stand Indiana's family engagement and community outreach efforts focused on supporting parental involvement in the efforts of Indianapolis Public Schools (IPS) to turn around struggling schools.

Last week, the Indianapolis-based **Goodwill Industries of Central Indiana** announced plans to merge with Clarksville-based Goodwill of Southern Indiana. The merger will create Goodwill of Central & Southern Indiana to cover 39 counties. [Learn more](#).

**21st Century Community Learning Centers (CCLC) grant** request for proposals to establish 21st CCLC programs. These should provide at-risk students with opportunities for academic enrichment, personal enrichment and other activities designed to complement the students' regular academic program during non-school hours. The proposals may have one or multiple centers/sites and be

located in schools, community facilities and/or faith-based facilities. For more information: [click here](#).

The **Junior League of Indianapolis (JLI)** will hold a prospective Community Assistance Grant applicants' workshop on Sept. 7 from 6:00 - 8:00 p.m. The grant pool totals \$100,000 and is available to nonprofit organizations to provide families with knowledge and resources to guide their children toward academic success; and/or equipping students, families and education providers with age-appropriate educational materials. For more information about the workshop, [click here](#).

Join the **Indy Do Day** team on Sept. 8 to learn more about hosting volunteers for Indy Do Days on Sept. 29, 30 or Oct. 1. Rally with other nonprofits, churches and community groups to learn more about the times, locations and engaging activities. [Learn more](#).



## Professional development

**The role of humor in keeping volunteers engaged** (CIAVA monthly meeting) on Sept. 8 at 8:00 a.m. at Indiana Landmarks (1201 Central Ave.). Sometimes volunteer management can be challenging, serious business. How do you keep things lighthearted and fun? Join us as Alan Witchey discusses ways to keep volunteers engaged through humor. Bring your favorite (safe-for-work) one-line joke! Cost: \$17. To register: [click here](#).

**Only five seats left.** September nonprofit HR peer group. **Making the DOL regulation transition: Tips and advice from local nonprofits** on Sept. 15 from 8:30 - 10:00 a.m. (Arrive at 8:15 a.m. for networking) at Barnes and Thornburg downtown (11 S. Meridian St.). To register: [click here](#).

**Strategic planning workshop** with Marla Taylor and Jodi O'Connell from Hedges & Associates on Sept. 20 from 8:00 a.m. - 11:00 a.m. at Meridian Hills Country Club (7099 Spring Mill Rd.). Hedges & Associates will discuss the fundamental elements of a strategic plan designed to ensure sustainability for your organization. Interactive session with actionable steps that can be implemented immediately. Register by Sept. 14 with Jill Robisch at [JillRobisch@nbofi.com](mailto:JillRobisch@nbofi.com) or 317-267-1691.

Leadership Indianapolis offers the **Civic Leadership Summit** on Sept. 26 from 11:00 a.m.- 4:30 p.m. at The Children's Museum of Indianapolis. The summit brings civic leaders together to learn more about pressing community issues, get involved in addressing them, and hone their community leadership skills. The summit is a perfect opportunity for both emerging and experienced community leaders. Registration, pricing and additional [details are available here](#).

**Association of Fundraising Professional Indiana chapter** (AFP) offers scholarships to deepen your network, provide educational opportunities and sharpen your philanthropic skills. Great for new and veteran professionals. Click here link for more information: [click here](#).

**Building blocks for starting a 501(c)(3) nonprofit organization** on Oct. 22 from 10:30 a.m. - 3:30 p.m. Central Library (40 E. St. Clair St.). This workshop walks you through the steps to defining your mission, obtaining incorporation and nonprofit status and building an effective board. Attendees are encouraged to bring a sack lunch as there are few lunch options close by and time is limited. This workshop is designed for those seeking to establish a new nonprofit organization. Cost: free. To register, [click here](#).

**The Leadership Challenge** two day workshop on Oct.11-12 from 8:30 a.m.-5:00 p.m. at Launch Cause (5724 Birtz Road.) Learn how to identify specific leadership behaviors to strengthen results for yourself & your team, fortify their ability to solve business and organizational challenges using The Five Practices of Exemplary Leadership® and more. \$50. Lunch included. Registration deadline is 9/19 and spots are limited. [Learn more](#).

**NHSA executive leadership certificate program.** A unique peer-learning environment designed

expressly for working nonprofit human service executives. Engage with seasoned leaders in six-month hybrid curriculum based on real world experience with direct application. [Click here](#) to learn more and apply.

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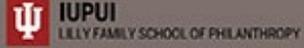
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## Volunteer opportunities

Please send your needs and donations of supplies, equipment, and furniture plus volunteer opportunities and requests to [IndyNews@NotforProfitNews.com](mailto:IndyNews@NotforProfitNews.com).

**WellSpring** is looking for a volunteer bookkeeper. Under the direction of the executive director, this position is responsible for performing a variety of bookkeeping and accounting duties, including financial record keeping. Monthly six-hour commitment. For more information, contact Bob Goodrum at [Bobgoodrum@wellspringcenter.org](mailto:Bobgoodrum@wellspringcenter.org) or 765-342-6661.

Do you have a desire to join a board with a 25-year history devoted to helping individuals in career transition? **Business and Professional Exchange** is looking for board members. For a list of open positions needed to be filled ASAP to continue offering our services throughout Central Indiana, [click here](#). Contact Rochelle Woods at [rawoods78@gmail.com](mailto:rawoods78@gmail.com).

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## Swap

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

There are no swap items this week.

**Audit - Review - Compilation**  
TAX & ACCOUNTING SERVICES  
GOVERNANCE EDUCATION



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CPA GROUP



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not-for-profit community.**



TRENDS / RESOURCES

## National news



**10 opportunities for nonprofit board members to tell stories.** Easing board members into fundraising can be a rewarding and fun process, especially if they focus on just telling stories.



**The gala is a prime way to connect.** While charity galas might be filled with fundraising and fun, they also provide a unique platform to educate donors and potential donors about your organization and the work accomplished.



**Four reasons to use LinkedIn for fundraising.** While many organizations report little success fundraising on social media, some platforms can help you research prospects and build relationships.



**The finance committee and committee chair responsibilities:** Typical task areas for small- and mid-sized-groups include budgeting and financial planning, financial reporting and the creation and monitoring of internal controls and accountability policies.

## Sponsors' insights

BKD. **New requirements for Section 501(c)(4) organizations.** States' organizations must notify the U.S. Secretary of the Treasury of their intent no later than 60 days after they've been established.



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## 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 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

**Aly Sterling Philanthropy:** is a full-service consulting firm specializing in building sustainable solutions for nonprofits. We provide fundraising, board governance, strategic planning and executive search services to organizations of all shapes and sizes.

**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.

## 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 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.

## 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.

## Legal/Administrative

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

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## Real estate

**PLACE A REAL ESTATE AD**

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](mailto: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 Meals 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 Barb Renshaw at 317-252-5558.



### 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. Space is available for tenant occupancy. For more detailed information, please contact Thomas M. Popcheff at [tomp@stti.org](mailto:tomp@stti.org) or 317-634-8171.



## 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 May.** Please send ad copy to Kristen at [ads@notforprofitnews.com](mailto:ads@notforprofitnews.com). Deadline is Sunday evenings for Tuesday's newsletters.

#### EXECUTIVE

**Executive Director (Part-time) - Women's Resource Center (WRC).** The Hancock County Women's Resource Center, a not-for-profit, serves women and families in Hancock County to gain self-sufficiency. The WRC...[more](#)

**Executive Director - Hancock Hope House.** The Executive Director is responsible for providing the overall leadership, vision, and direction needed to successfully deliver upon the mission of the...[more](#)

**Chief Executive Officer - SCAN (Stop Child Abuse and Neglect).** Since 1974, SCAN (Stop Child Abuse and Neglect) has focused on eliminating the abuse and neglect of children through education, family...[more](#)

#### FUND DEVELOPMENT

**Development Coordinator - Joy's House.** Joy's House is hiring a full-time Development Coordinator. Under the supervision of the Development Director, this position plays a lead role...[more](#)

**Development Associate - Eiteljorg Museum of American Indians & Western Art.** The Eiteljorg Museum of American Indians & Western Art is currently accepting resumes/applications for the position of Development Associate...[more](#)

#### FINANCE

**Accounts Payable Coordinator (Part-time) - Lambda Chi Alpha Fraternity.** Position works closely with all members of the



Lambda Chi staff and is integral to making sure all payments are made timely. Position responsible...[more](#)

**Senior Accountant (part-time) - Indianapolis Opera.** The Indianapolis Opera Company has an immediate opening for a Senior Accountant. Successful candidates will have a Bachelor's Degree in...[more](#)

### ADMINISTRATIVE/MANAGEMENT

**Executive Assistant - Joy's House.** Joy's House is looking to hire a creative and caring individual to act as the Executive Assistant, specifically supporting the President / CEO and Vice...[more](#)

**Campaign Coordinator - Indianapolis Museum of Art (IMA).** The Indianapolis Museum of Art (IMA) is seeking a Campaign Coordinator to serve as a valuable team member within their comprehensive fundraising...[more](#)

**Legal Secretary - Indianapolis Legal Aid Society.** Legal secretary will work directly with the staff attorneys and will prepare documents, assist with client contact, file motions and pleadings with the...[more](#)

**New Member Services Manager - Custom Electronic Design and Installation Association (CEDIA).** CEDIA's mission is to be a core component of its members' prosperity. Built upon a strong volunteer foundation, CEDIA provides access to industry...[more](#)

**Director of Membership - Zeta Tau Alpha.** The Director of Membership leads the Membership Department in serving our alumnae and collegiate members, volunteers, National Officers and other...[more](#)

**Volunteer Partnership Coordinator - Girls Inc. of Greater Indianapolis.** Girls Inc. of Greater Indianapolis is seeking a dynamic and experienced volunteer management professional to fill the role of Volunteer Partnership...[more](#)

### PROGRAMS

**Program Assistant (part-time) - Brightwood Community Center.** (14 hrs/wk afternoons) The Program Assistant is assigned to the After School Tutoring Program and Summer Academic Enrichment Program. In...[more](#)

**Affiliate Specialist - Rock Steady Boxing.** Do you have great administrative skills? Rock Steady Boxing is looking for a special person to join our team and make a real difference in the lives of...[more](#)

**Family Physician - Open Door Health Services.** Open Door Health Services is a Federally Qualified Health Center with an immediate need for a full time Family or Internal Medicine Physician...[more](#)

**Chief Medical Officer - Open Door Health Services.** Open Door Health Services is a Federally Qualified Health Center with an immediate need for full time Chief Medical Officer to provide executive...[more](#)

**Indianapolis City Policy Manager - Teach Plus.** The mission of Teach Plus is to improve the achievement of urban children by ensuring that a greater proportion of students have access to excellent...[more](#)

**ArtReach Instructor (part-time) - Indianapolis Art Center.** The Indianapolis Art Center is currently looking for ArtReach Instructors. ArtReach is a community-based art education program implemented through...[more](#)

**Director-Region 7, Children's Bureau, Inc.** Do you have a heart for abused and neglected children, and a passion for helping strengthen families? Are you a goal-oriented leader who is known for...[more](#)



**Director, Programs and Research - United Way of Central Indiana.** The Director of Programs and Research will oversee CHIP's programs and research projects with the goal of enhancing the Indianapolis Continuum of...[more](#)

## MARKETING/COMMUNICATIONS

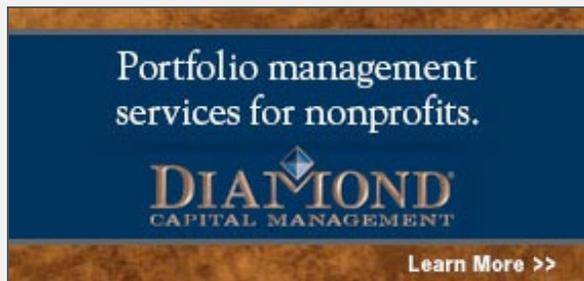
**Editor - Zeta Tau Alpha.** This team member serves as the primary writer and editor for Zeta Tau Alpha, overseeing the production of the quarterly magazine, Themis. She/he...[more](#)

**Communications/Public Relations Brand Growth Advocate - American Legion Auxiliary National Headquarters.** As a result of our centennial strategic plan and to better position our organization, the American Legion Auxiliary National Headquarters is seeking...[more](#)

## INTERNS/AMERICORPS

**AmeriCorps Member - Greater Indianapolis Habitat for Humanity.** Greater Indianapolis Habitat for Humanity are seeing 5 AmeriCorps members who will serve as construction assistants for one year. In the spring...[more](#)

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## Last week's jobs

### FUND DEVELOPMENT/GRANT WRITING

**Senior Consultant - Charitable Advisors.** For more than fifteen years, Charitable Advisors has supported area nonprofits, and groups of nonprofits, through consulting and training services focused on board...[more](#)

**Senior Project Consultant - Philanthropic Services Grant Services and Advancement - Thomas P. Miller & Associates.** Thomas P. Miller & Associates envisions a world that thinks strategically, works collaboratively, and acts sustainably. In keeping with that vision we empower...[more](#)

**Corporate Fundraising Manager - United Way of Central Indiana.** Lead United Way of Central Indiana (UWCI) strategies and activities primarily, but not exclusively, to maintain and grow the giving and engagement of the assigned...[more](#)

**Director of Development and Marketing - Boys & Girls Clubs of Indianapolis.** The Director of Development and Marketing serves as the lead Boys & Girls Clubs of Indianapolis fundraising staff member and provides leadership and direction to...[more](#)

**Director of Alumni Engagement and Annual Giving - Franklin College.** Franklin College seeks a seasoned, highly motivated, and strategic leader to serve as the Director of Alumni Engagement and Annual Giving. The Director will provide...[more](#)

**Director of Advancement - Thomas P. Miller and Associates.** The Director of Advancement will be involved in scope development, report writing and preparation, proposal and business development, business strategy activities,...[more](#)

**Development Assistant - Indiana Legal Services.** The development assistant will coordinate a master list of grant deadlines, reporting requirements and prompting appropriate parties to take action

when required...[more](#)

**Grant Research/Writing Contractors for Referrals - Charitable Advisors.** Seeking independent grant writers interested in working with small to mid-sized youth and social services nonprofits. These organizations generally have limited...[more](#)

**Grants Consultant - Hedges & Associates.** Hedges & Associates is currently seeking a dedicated professional to join our team as a Grants Consultant with a personal commitment to strengthening the nonprofit...[more](#)

## FINANCE

**Vice President of Finance - The Center for the Performing Arts, Inc.** The Center for the Performing Arts seeks a Vice President of Finance. The Vice President of Finance will be a strategic member of the Center for the Performing...[more](#)

**Assistant Controller - Indiana Repertory Theatre.** The Assistant Controller is a salaried position that reports to the Director of Finance. The Assistant Controller is responsible for reviewing, monitoring and...[more](#)

**Administrative/Financial Assistant - The West Foundation.** This salaried position reports to the Executive Director and assists both the ED and Program Officer of a small family foundation with general office management and...[more](#)

## ADMINISTRATION/MANAGEMENT

**Administrative Assistant, TEAM AFFINITY GROUPS - United Way of Central Indiana.** Advance the mission of United Way of Central Indiana by providing strategic project support, and event coordination to engagement leads on TEAM AFFINITY GROUP...[more](#)

**Senior Executive Assistant - Noble.** Noble is seeking a highly energetic and goal-oriented candidate to fill the role of Senior Executive Assistant for our non-profit organization dedicated to serving...[more](#)

## PROGRAMS

**Home Preservation Associate Director - Greater Indy Habitat for Humanity.** Greater Indy Habitat for Humanity is building a repair program to help preserve and improve owner-occupied homes of low-to-moderate income households throughout...[more](#)

**Case Manager - Exodus Refugee Immigration, Inc.** Exodus Refugee Immigration, Inc. is seeking a case manager to deliver support to refugees through our Reception and Placement Program...[more](#)

**Care Coordinator - PACE, Inc. (Public Advocates in Community re-Entry).** PACE, Inc. provides services to those with criminal backgrounds to assist them in transitioning back to their community. This position is responsible for assisting...[more](#)

**Employ Up Program Manager - EmployIndy.** EmployIndy is Marion County's Workforce Development Board dedicated to advancing workforce solutions for Indianapolis. EmployIndy invests public and...[more](#)

**Tobacco Prevention & Cessation (TPC) - Indiana Black Expo, Inc.** The Indiana Black Expo, Inc., a 501(c)(3) non-profit organization, seeks a leader who is a non-smoker to collaborate with its 12 Indiana chapter affiliates to develop...[more](#)

**Career Services Advisor - Fishers & Noblesville - Interlocal Association.** This position will work at both the Fishers and Noblesville WorkOne locations. Job duties include: Interviews and counsels customers with employment barriers to...[more](#)

**Career Services Advisor - Shelbyville - Interlocal Association.** This position will work at the Shelbyville WorkOne location. Job duties include: Interviews and counsels customers with employment barriers to assess and...[more](#)

**Career Services Advisor (RESEA) - Franklin - Interlocal Association.** This position will work at the Franklin WorkOne location. Job duties include: Schedule, coordinate and facilitate (group or individual) meetings, orientations...[more](#)

**Career Services Advisor (RESEA) - Plainfield - Interlocal Association.** This position will work at the Plainfield WorkOne location. Job duties include: Schedule, coordinate and facilitate (group or

individual) meetings, orientations, ...[more](#)

**Career Services Advisor Team Lead - Plainfield - Interlocal Association.** This position will work at the Plainfield WorkOne location. Job duties include: Assists in supervising assigned staff, including planning and delegating work....[more](#)

**Education Director - Society of Broadcast Engineers, Inc.** The Society of Broadcast Engineers (SBE) seeks to fill its position of Education Director (ED). The ED, working with a committee consisting of member-volunteers,...[more](#)

**Outdoor Program Manager - Camptown, Inc.** Camptown, Inc. is a Christian not-for-profit organization that works with youth through outdoor wilderness adventure and nature programs. Camptown is looking...[more](#)

**Oral Health Program Director (part-time) - Indiana Primary Health Care Association (IPHCA).** The Oral Health Program Director reports to the CEO and is responsible for developing, implementing, supporting, informing, and coordinating programming for...[more](#)

## MARKETING/COMMUNICATIONS

**Director, Public Relations - Indiana Sports Corp.** When an employee joins Indiana Sports Corp, they also join a team. We are a small staff focused on accomplishing big things. It is "teamwork" and the belief that...[more](#)

## INTERNS/AMERICORPS

**Near Eastside Education AmeriCorps member - John Boner Neighborhood Centers.** As a program of John Boner Neighborhood Centers and a key strategy of the IndyEast Promise Zone, we achieve our mission by positively affecting the...[more](#)



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