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**February 13, 2018**

Join Charitable Advisors for an information session on Feb. 21 at 8:30 a.m. to learn about a pilot approach to solicit more direct-service talent. [Learn more here.](#)



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## FEATURES

# "Drug czar" steps up efforts against opioid crisis

*By Lynn Sygiel, editor, Charitable Advisors*

When Jim McClelland retired after 41 years at the helm of Goodwill of Central Indiana, he didn't envision an encore career. He was looking forward to traveling with his wife and serving on several boards.

But when Gov. Eric Holcomb signed an executive order and tapped him for a cabinet position, McClelland relinquished his daily flexibility. Last January, he became Indiana's first Executive Director for Drug Prevention, Treatment and Enforcement and reports directly to Holcomb. He also chairs the Indiana Commission to Combat Drug Abuse and coordinates the activities of nine Indiana agencies.

It's a position that several other states have created.

While at Goodwill he supported the concept and developed programs around the idea that so many of our social problems are interrelated and tend to reinforce and compound each other, rather than treat them in isolation.

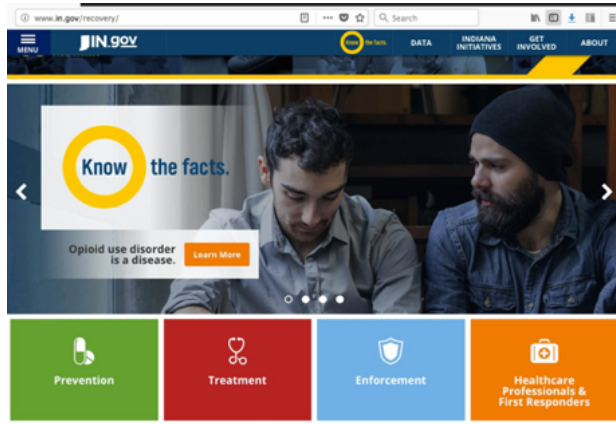
"What we were trying to do at Goodwill in efforts to reduce intergenerational poverty was to bring pieces together. And conceptually that's at least in part what needs to be done here," said



McClelland.

Since then, McClelland has seen the opioid crisis up close and although he has a lengthy nonprofit working history, he had not realized the complexity of the epidemic. While it got its legs in Southern Indiana, it's now everywhere.

[Continue reading.](#)



## Next Level Recovery

The state's website launched in October that provides access to resources for prescribers, emergency personnel, community leaders, and persons with substance use disorder and their families is one component to fight against the opioid crisis.

The site continues to add material from trusted sites. [Click here.](#)

## Sponsor's insight



## Measuring nonprofit financial performance

*By Patrick Frambes, CPA and director, Barnes Dennig*

Every organization, no matter what its mission, should periodically measure how well it fulfills that mission and how effectively resources are being utilized in the process. While the specific metrics that each nonprofit adopts to assess its performance will differ, certain key ratios should be used to effectively measure overall performance, identify trends month over month and year over year, improve decision making and benchmark against similar organizations.

To help our nonprofit community, Barnes Dennig has provided a summary of some key ratios below.

### Key financial ratios

- **Current ratio:** A basic measure of financial fortitude. The current ratio simply divides current assets (e.g., cash reserves and investments, real estate, vehicles and equipment) by current liabilities (e.g., taxes, lease agreements and salaries). The resulting number represents the ability of the nonprofit to meet short-term obligations. Generally speaking, a current ratio exceeding one indicates an ability to meet existing obligations.

[Read more.](#)



LOCAL NEWS

## People on the move

**Dr. LaTasha Sturdivant** will join the staff of The Children's Museum of Indianapolis as the director of community initiatives. She was

Start Fort Wayne has named **Sheri Replane** community manager. She previously served as director of development, events and possibilities for Watershed School, a small private school in Boulder, Colorado. — *Inside Indiana Business*



previously owner and principal consultant at Delta River Consulting.



**Elizabeth Stahl** was appointed director of talent at Fairbanks. She was

previously vice president of people at Catheter Research, Inc.



The Indiana State Fairgrounds & Event Center has promoted **Jackie Lewis**

to director of sales. She joined the organization in September 2016 as assistant general manager of Indiana Farmers Coliseum. — *Inside Indiana Business*



## Announcements

**Informational meeting.** Charitable Advisors is teaming up with HFYN Local, digital marketing strategists, to provide targeted recruiting. The session is on Feb. 21 from 8:30 - 9:30 a.m. at CA's office conference room (8604 N. Allisonville Rd., Suite 112). [Learn more here](#) and RSVP to [Julie@CharitableAdvisors.com](mailto:Julie@CharitableAdvisors.com).

The **Lawrence Township School Foundation (LTSF)** was ranked in the Top 50 K-12 education foundations in the nation for the second year in a row by the Caruthers Institute. It also received the No. 4 ranking in the division of foundations of similar size.

The **Junior League of Indianapolis (JLI)** is accepting applications for its Trust Fund Grant program, which is expected to award \$30,000. Nonprofit organizations serving children with physical or developmental disabilities in Marion County are eligible to apply. Applications are due by 5 p.m. on March 15 and recipients will be announced on April 15. For more information, [click here](#).

The **Kiwanis Club of Indianapolis** hosted its 43rd annual Abe Lincoln Scholarship Awards banquet and presented scholarships and award gifts totaling \$46,500 to 26 specially-challenged area high school seniors.

The **IndyGO Transit Plan** includes a 70 percent increase in service, less waiting, better night and weekend frequency, easier transfers and three rapid lines. Better bus service begins Feb. 11. [See updated routes here](#).

As **Passport to Employment** celebrates its 10th anniversary, it has moved to the Haverstick coffee house and conference center directly behind the main Church at the Crossing building for workshops, accountability groups and face-to-face career counseling.

**Impact 100 of Greater Indianapolis** announced that its 2018 grant pool is its largest -- \$212,000. This year, two \$100,000 grants and three \$4,000 unrestricted grants will be awarded at its 13th Annual Awards on June 12. [Read more](#).

## Professional development

**Share your nonprofit's services for immigrants** on Feb. 17 from 9:00 a.m. - noon at Natural Helpers (901 Shelby St., 2nd Floor-Senior Center). Prepare a 5-minute explanation of the services

your organization offers and how immigrants and refugees can access and informational materials for display tables. [Submit this form](#) to Kwesi Brown at [kbrown@immigrantwelcomecenter.org](mailto:kbrown@immigrantwelcomecenter.org).

**Embracing the growing importance of board diversity and inclusion: Philanthropy, leadership, and board engagement** on Feb. 21 from 11:30 a.m. - 1:15 p.m. at The Willows on Westfield (6729 E. Westfield Blvd.). Cost: \$30 AFP members/ \$60 non-members. To register: [click here](#).

**SAVI workshop for grant professionals: Make data-informed decisions** on Feb. 27 at 8:00 a.m. at Indianapolis Neighborhood Housing Partnership (2620 Kessler Blvd E Dr. #230). Central Indiana Grants Professional Association presents a workshop on SAVI, a free resource with data and visualization tools for Central Indiana communities. Bring laptop and examples of projects needing funding. Light breakfast included. Cost: \$10 members, \$25 non-members. To register: [click here](#).

**CEO succession planning is no longer just for retirement** starts on March 7 at 8:30 a.m. (8604 N. Allisonville Rd., Suite #115). [Click here](#) for more information about group consulting. *Accepting one more pair*. To register: [click here](#).

**How to find major-gift donors who champion your mission.** Three-part series starts on March 9. Watch the video to learn what past participants have said about T.J. succinct process and putting them on the road to success for soliciting funds from major donors: <https://charitableadvisors.com/consulting/groupconsulting/create-a-donor-engagement-tool-to-launch-your-major-gift-effort-t-j-mcgovern/> To register, [click here](#).

**HR Nonprofit Peer Group** on March 15 from 8:30 - 10:30 a.m. at Charitable Advisors (8604 N. Allisonville Rd., Suite 115) for a session about anti-harassment and discrimination for managers and supervisors. HR professionals are encouraged to bring someone from their leadership team. To register, [click here](#).

**Creating and working your first strategic or business plan** on April 7 from 10:30 a.m. to 12:30 p.m. at Central Library (40 E. St. Clair St.). Many nonprofits are born out of the passion and vision of a founder. But, for your nonprofit to flourish beyond the tireless dedication of that founder, for it to mature and live on no matter who is in the driver's seat, you need to create a thoughtful, realistic organizational plan. This workshop is best for those who have already established their nonprofit organization. To register: [click here](#).

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Need help finding a new development director?

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Jen Pendleton, CFRE  
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## Volunteer opportunities

To submit a volunteer request, [click here](#).

Volunteer with **Dotted Line Divas** on Pantry Day (Union Chapel 2720 E. 86th St.) to welcome families at check-in, walk them through the pantry to get their items and pray with them at the end of their visit. We also have stocking-day opportunities and chances to help assist on coupon trips to purchase products. Three-hour commitment. [View days and times here](#).

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## Swap

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

**DONATION:** Two walnut veneer desk-and-credenza sets available. Good condition. The desks are approximately 3 feet x 6 feet. The credenzas are approximately 19 inches x 6 feet. For more information, contact Tom at [tomweesner@motion4lifefitness.com](mailto:tomweesner@motion4lifefitness.com).



## National news



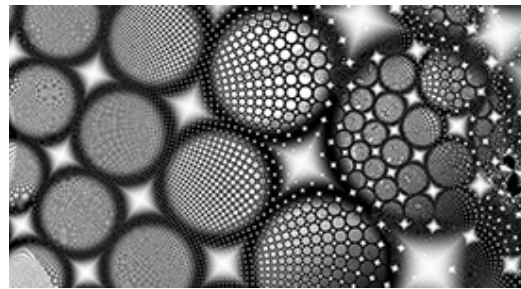
**How to run a successful board meeting.** This guide demystifies running a board meeting by breaking it down into three helpful sections: roles and responsibilities, running an effective meeting and board meeting procedures.



**What you should and shouldn't do when meeting with a donor.** Tips to apply to any meeting with a donor but are especially important for a first meeting.



**A good question can be a game changer.** One of my favorite questions to ask boards is: "If your organization were founded today, what would it look like?" allowing them to think about the possibilities beyond the day-to-day.



**Leading for mission results: Connecting leadership beliefs with predictable changes.** Broaden the lens of choices to expand each leader's capacity and will to lead with intent.

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## Sponsors' insights

*Aly Sterling Philanthropy.* **The No.1 most important thing to do for new employees and board members.** Onboarding new employees and board members offers tremendous benefits to organizations because people like to feel included and can contribute best when they understand the culture, content and context of the organization they serve.

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C-30241

Portfolio management  
services for nonprofits.



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## Services

*Our sponsor marketplace serves to further connect our readers with our advertisers who are focused on serving nonprofits. Please keep in mind that you should always check references before hiring a consultant or vendor. Contact Bryan at [Bryan@charitableadvisors.com](mailto:Bryan@charitableadvisors.com) or 317-752-7153 to learn how your business or organization can become a sponsor of the Not-for-Profit News.*

### 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

**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, bookkeeping, planning and board governance.

**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.

**Barnes Dennig:** full-service accounting, tax and advisory firm that has expertise in assurance, internal controls, international tax and other disciplines with an eye to providing specialized insight for nonprofit leaders.

**OneAmerica:** Indianapolis-based financial services company, specializing in employee benefits, life insurance and helping nonprofits optimize retirement plans.

### 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.

**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.

### Fundraising

### 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.

### 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. Additionally, they prepare graduates for leadership roles and deeper, more thoughtful and engaged practice in the nonprofit sector. Our master's program offers three ways to earn a degree: online, executive and on campus.

#### **Indiana University Robert H. McKinney**

**School of Law:** Indianapolis's only law school offers students a rigorous course of study immersed in an environment of public service and community engagement. Students can choose from 350 overall experiential learning opportunities, where they gain hands-on legal training.

### Leadership Development

**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.

### Experience Design

**SmallBox:** SmallBox is a creative agency that designs distinct brands, provides transformational learning experiences, and helps clients identify and solve complex problems.

### Talent Search / Recruiting

### **Indiana Philanthropy Alliance**

**(IPA):** Grantmaker membership organization offering grantseekers a searchable, online directory that targets Indiana funders fast and affordably.

### **Banking/asset management**

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

**Talbott Search:** The Nonprofit Experts for recruiting and interim services. We know nonprofits. That's all we do.

### **Communications Support**

**CorComm Creative:** communication agency with team of writers, designers and photographers dedicated to serving nonprofit executives and communicators who have big stories to tell and not enough time to tell them.



## **Real estate**

**PLACE A REAL ESTATE AD**

### **Meeting and event space for rent**

*Let nonprofits know your space is available to rent for meetings and events in the NFP News event-space rentals. Photo of the space and a web link may be included to give readers more information. Quarterly ads are just \$100 per month. To learn more, contact Julie Struble at [Julie@CharitableAdvisors.com](mailto:Julie@CharitableAdvisors.com).*



### **The Sol Center is the perfect place for your next gathering**

Host your upcoming wedding at the Sol Center, home to Meals on Wheels. Until April 30, couples will receive \$100 off the rental fee. Rental income is used to subsidize meals for our low-income clients, so you can take joy in the fact that your event will have a direct, positive impact on many homebound Hoosiers. In addition, consider renting the space for a business meeting,

company training or social gathering. Located downtown, the 2,500-square-foot ballroom is handicap accessible and seats 150 people. The space offers amenities like 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. For information, contact Jessica Carter at [jcarter@mealsonwheelsindy.org](mailto:jcarter@mealsonwheelsindy.org).



### **KDP headquarters: convenient and hospitable**

Consider Kappa Delta Pi Headquarters for your next event. It is conveniently located on the Northwest side of Indianapolis near the Pyramids (I-465 and Michigan Road). Rental of KDP's facility comes with free on-site parking, use of a small kitchen, freedom to use the caterer of your choice, wireless Internet, presentation hardware, and capacity for small and large groups. The executive conference room is perfect for board meetings

or small work groups (up to 10), while the large conference room is perfect for holiday parties, staff gatherings (up to 80 depending on set-up), presentations, breakout sessions and more. [Learn more on KDP's website.](#)

### **Reserve St. Paul's meeting room for workshops, meetings, retreats and more!**

Looking for a meeting space on Indy's Northside? St. Paul's Indy has space with a variety of [accommodations](#) for groups from 6 to 250. Building is handicap-accessible and has a large parking



lot and ample street parking. Wifi and A/V equipment included, beverage service available on request. Rates begin at \$50 for for-profits and \$35 for nonprofits. Tours available on request to review rooms and amenities. Questions? Please contact Tana Hunnicutt at 317-253-1277 or [thunnicutt@stpaulsindy.org](mailto:thunnicutt@stpaulsindy.org).



### Introducing the new Key Consumer community room

Tired of paying outrageous hotel rates for a training/meeting room? This newly-remodeled, fully-equipped training facility is just north of 46th Street off of Keystone Avenue in Indianapolis (4755 Kingsway Dr., 3rd floor (often referred to as the CICOA bldg.) and has plenty of free parking.

**Two rooms are available for rental.**

- Space #1: seats 25 participants (20 is optimal) and has an overhead AV system and ceiling-mounted screen. The cost is \$75 a day.
- Space #2: boardroom, which comfortably holds 10. The cost is \$35 a day.

Both spaces have access to kitchen/break room with tables/seating, refrigerator and microwave. Rental income supports KEY's mental health advocacy and education efforts. For information, contact Barbara Crane at [barbaracrane@keyconsumer.org](mailto:barbaracrane@keyconsumer.org) or 317-550-0008.

### Office space for lease/sale

*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)*



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## JOBS

### Charitable Advisors featured job posting

#### Executive Director - Central Indiana Police Foundation (CIPF).

The Central IN Police Foundation fosters support for law enforcement by supporting traumatically injured officers and their families, by providing resources for officers in the line of duty, and building positive officer-community partnerships.



The CIPF is searching for an executive director who will provide overall strategic leadership for all aspects of the foundation focused on fund raising, including programs, projects, events, communications and corporate fundraising. The executive director will build on the fundraising success of CIPF and grow the scope of programs that support working officers by leveraging community resources and building collaborative relationships....[more](#)



## This week's jobs

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

### EXECUTIVE

**Chief Operating Officer - OneZone.** Put your marketing, management, communication and operations skills to use in the thriving business communities of Carmel & Fishers...[more](#)

**Executive Director, Indiana INTERNnet - Indiana Chamber of Commerce.** The Executive Director of Indiana INTERNnet is responsible for overseeing all operations and business development for the organization. This includes working...[more](#)

**Chief Executive Officer - Boys & Girls Clubs of Indianapolis.** The Boys & Girls Clubs of Indianapolis offers youth development programs to a growing registered membership of some 6,000 youth ages 5 - 18, serving over...[more](#)

**Executive Director - Global Gifts.** Join a leader within the fair trade movement. Global Gifts, a 501 C3 nonprofit fair trade organization with a 30 year history is seeking an executive director. The...[more](#)

### DEVELOPMENT

**Development Manger - Heartland Film.** Promote the Heartland Film brand and secure revenue through strategic sponsorship programs, membership programs, fundraising campaigns and...[more](#)

**Director of Development-Student Life - Purdue Research Foundation.** Working closely with the Chief Development Officer for Student Life and other development and academic staff, execute a plan to bring donors...[more](#)

**Major Gifts Officer - Culver Academies.** Culver Academies is seeking a Major Gifts Officer to be based in Indianapolis, with a record of accomplishment in securing \$100,000+ gifts and annual gift total...[more](#)

### ADMINISTRATIVE/MANAGEMENT/LEADERSHIP

**Development Assistant - Camptown, Inc.** The Development Assistant plays an important role by providing administrative support and participating in all fundraising activities including donor and public...[more](#)

**Office Manager - Lupus Foundation of America, Indiana Chapter.** Lupus Foundation of America, Indiana Chapter is looking for an Office Manager. The ideal candidate will be solution-oriented and adaptable. The Office Manager...[more](#)

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

**Project Consultant - Transform Consulting Group.** Transform Consulting Group is seeking a team-oriented professional to provide research, writing, evaluation and project management support for a growing...[more](#)

**Instructional Coordinator (Part-time, as-needed position) - Junior Achievement.** The primary responsibility of this position is to implement daily components of JA BizTown(r) while schools are in the learning labs for their one-day experience,...[more](#)

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**Member and Chapter Relations Manager - The Indiana Association for the Education of Young Children (Indiana AEYC).** Member and Chapter Relations Manager will serve as an integral member of the leadership team. Serves as the liaison between the state office and 15 state...[more](#)

**Administrative/Membership Coordinator - (Charitable Advisors).** Our Indianapolis based client is a membership-based non-profit organization that supports organizations working to strengthen their communities. The position reports to the Executive Director and supports staff and members...[more](#)

## COMMUNICATIONS/MARKETING

**Patron Services Supervisor / Representative - Center for the Performing Arts.** The Center for the Performing Arts is seeking outstanding individuals for two open positions in Patron Services. One position is full time, the other is part time...[more](#)

## DATA/RESEARCH/IT

**Outcome and Data Specialist - Lutheran Child and Family Services.** Ensure compliance with informed consent process for United Way outcome reporting, including but not limited to data for Alignment and ETO database entry...[more](#)

**Information Technology Leader - Indiana Donor Network.** This leadership role is a "hands on" one where the individual will help create, maintain, and grow technical solutions to ensure Indiana Donor Network's...[more](#)

## FINANCE

**Director of Finance & Membership - Zeta Beta Tau Fraternity, Inc.** The Director of Finance & Membership will oversee the membership database and assist the Chief Financial & HR Officer with accounting duties as assigned....[more](#)

**Financial Assistance Coordinator - Purple Ink LLC.** Are you collaborative, customer-oriented professional, driven to provide top-notch service? Do you desire to work for an organization with a mission to serve youth...[more](#)

## PROGRAMS

**Center Program Manager - Heritage Place of Indianapolis, Inc.** Heritage Place of Indianapolis, Inc. provides older adults with comprehensive and coordinated human services to encourage and promote healthy lifestyles...[more](#)

**Program Director - Boys & Girls Club of Noblesville.** The Boys & Girls Club of Noblesville provides positive and engaging youth programs that enrich the lives of a diverse group of members. The Program...[more](#)

**Children's Services Coordinator - Volunteers of America of Indiana.** This is an exciting opportunity to join the leadership team at Volunteers of America of Indiana (VOAIN). The Children's Services Coordinator will serve as...[more](#)

**Director of Behavior Services - Noble.** Noble is now accepting resumes for a new Director of Behavior Services! The selected candidate will be responsible for guiding, leading and directing all...[more](#)

**Mentor - Coburn Place Safe Haven.** Coburn Place Safe Haven, the largest and most comprehensive transitional housing program in Indianapolis for victims of intimate partner violence, is...[more](#)

## VISTAS/INTERNSHIPS

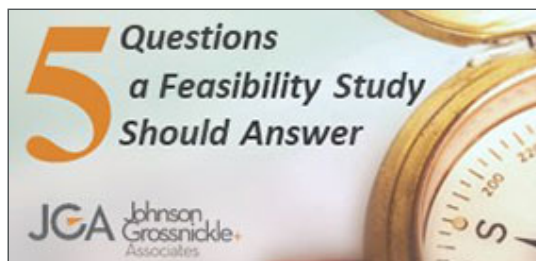
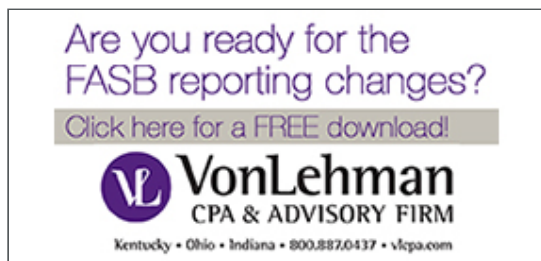
**Summer Facility Intern - Camptown, Inc.** Camptown, Inc. is a not-for-profit organization that works with youth through outdoor wilderness and nature programs. Camptown is looking for a part time...[more](#)

**AmeriCorps Indiana Financial Capability Corps - Prosperity Indiana.** Prosperity Indiana is an intermediary working with community organizations, neighbors, community leaders and investors to support a vision of society where...[more](#)



**Development Intern (part-time) - The Villages of Indiana.** The Villages champions every child's right to a safe, permanent and nurturing home. We are committed to strengthening all families and embracing the dignity...[more](#)

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## Last week's jobs

### EXECUTIVE

**President and CEO - Girls Inc. of Greater Indianapolis.** Reporting to the Board of Directors, the President and CEO will have overall strategic and operational responsibility for Girls, Inc. of Greater Indianapolis staff...[more](#)

**Executive Director (part-time) - Perry Senior Citizens Services, Inc. (PSCS).** The Executive Director supervises day-to-day program operation with staff and volunteers to ensure satisfactory service delivery and maintenance of accurate...[more](#)

### DEVELOPMENT

**Corporate and Foundation Relations Manager - Indianapolis Art Center.** This position is responsible for the comprehensive oversight of relationships with potential and current sponsors, corporate donors, and foundations that support...[more](#)

**Director of Development - Wabash Center.** Responsible for the development and coordination of all fund raising activities for Wabash Center. This includes direct solicitation of potential donors for funds...[more](#)

**Catholic Philanthropic Advisor - Roman Catholic Archdiocese of Indianapolis.** The Roman Catholic Archdiocese of Indianapolis is seeking a Catholic Philanthropic Advisor who will be responsible for securing planned gifts and...[more](#)

**Planned Giving Representative for Northern Indiana - The Salvation Army Indiana Divisional Headquarters.** Planned Giving Representative will identify, cultivate, solicit, secure and steward individual prospects and donors, targeting planned gifts for The Salvation Army...[more](#)

### ADMINISTRATIVE/MANAGEMENT/LEADERSHIP

**Campaign Operations Coordinator - Wabash College.** A member of the Wabash College Advancement Office, the Campaign Operations Coordinator is responsible for coordinating operational aspects of all phases of...[more](#)

**Director of Leadership Development - Indiana Conference of The United Methodist Church.** The vision of the Indiana Conference of The United Methodist Church is to be a connection of vibrant congregations with fruitful leaders and faithful disciples...[more](#)

**Executive Assistant - Indiana Primary Health Care Association (IPHCA).** The Executive Assistant manages complex administrative functions that support the work of the CEO and the organization. The Executive Assistant serves...[more](#)

**Administrative Assistant (part-time) - Triangle Education Foundation.** Plainfield based non-profit is seeking a part-time Administrative Assistant. This small company offers a flexible 25-hour/week schedule and casual work...[more](#)

**Executive Assistant / Operations Coordinator - trueU.** trueU is looking for an energetic, like-minded individual who is committed to personal growth, investing in relationships and serving others.

This Individual will...[more](#)

## COMMUNICATIONS/MARKETING/EVENTS

**Communications Coordinator - Children's Bureau, Inc.** A well-established nonprofit seeks a creative communications coordinator with at least 3 years' experience in print and digital media. We're looking for someone...[more](#)

**Social Media and Public Awareness Coordinator (part-time) - The Milk Bank.** The Milk Bank, an Indiana nonprofit serving fragile babies, believes that human milk is of vital importance for premature and ill infants. We are currently seeking a...[more](#)

**Special Events Coordinator - Wabash College.** A member of the Wabash College Advancement Office, the Special Events Coordinator is responsible for planning and executing high-quality on- and...[more](#)

**Senior Associate - Community Outreach and Engagement, IU Health.** Support and work directly with the Engagement Team within the department of Community Outreach and Engagement. Assist with the execution of community...[more](#)

## SALES

**Membership Development Director, Northern Indiana - Indiana Chamber of Commerce.** Sales position which involves selling new memberships in the Indiana Chamber of Commerce to Indiana CEO's and business owners in Northern Indiana. Position...[more](#)

## FINANCE

**Controller - Marquette Senior Living.** Marquette, a not-for-profit luxury retirement community in Indianapolis is seeking a Controller to direct accounting functions. Reports directly to the Executive Director...[more](#)

**Assistant Financial and HR Director - Food Finders Food Bank.** The Assistant Financial and HR Director is responsible for assisting the CFO with planning, implementing and directing the daily aspects of accounting and human...[more](#)

## PROGRAMS

**Case Manager - Dove Recovery House for Women.** Dove Recovery House for Women is the largest Recovery Residence for women in Marion County, housing 38 women every night. We are looking for a Case...[more](#)

**Director of Community Based Services - Children's Bureau, Inc.** As our successful Director you would provide program leadership and oversight to a team of Case Managers to ensure positive client outcomes and effective fiscal...[more](#)

**Family Services Coordinator - Indiana Donor Network.** At Indiana Donor Network, our mission is saving and enhancing the quality of life through organ, tissue and eye donation and transplantation. As a Family Services...[more](#)

**Camp Director (Part-time/Seasonal) - Boys & Girls Club of Noblesville.** The Boys & Girls Club of Noblesville provides positive and engaging youth programs that enrich the lives of a diverse group of members. The Camp Director...[more](#)

**Independent Living Advocate - accessABILITY.** The Independent Living Advocate (ILA) provides outreach and information to people with disabilities in accessABILITY's service area. S/he helps to connect...[more](#)

## VISTAS/INTERNSHIPS

**Americorps VISTA, Cooking Matters Coordinators (2) - Indy Hunger Network.** Cooking Matters classes teach low-income adults cooking skills, recipes, and nutrition. Learn program coordination and volunteer management skills to help...[more](#)

**Americorps VISTA, Food Systems Coordinator - Indy Hunger Network.** Indy Hunger Network employs innovative systems and networks to increase access to nutritional food. Develop your program coordination skills to help end...[more](#)

**Americorps VISTA, Nutrition Programs Coordinator - Indy Hunger Network.** Indy Hunger Network is developing creative ways to improve access to food resources for women, infants and children facing food insecurity. Join us to help...[more](#)



**Community Relations Intern - Indiana Donor Network.** As the Community Relations Intern, you will be responsible for assisting the Community Relation's department with a wide range of project-based work to help...[more](#)

#### TECHNICAL

**Maintenance Technician - HVAF.** HVAF has an immediate opening for a full-time Maintenance Technician. The Maintenance Technician will perform necessary repairs and preventive...[more](#)



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