



Associate Director, Sacred Places Indiana

Summary

Status: Full-time; Exempt through April 2029; position subject to program re-funding after 2029

Starting Salary: \$60,000 - \$65,000 + benefits package

Reports to: Director of Sacred Places Indiana

Schedule: Monday–Friday, 8:30 a.m.–5:00 p.m; occasional weekends or evenings

Summary Description: The Associate Director of Sacred Places Indiana supports Indiana Landmarks’ Sacred Places Indiana program by managing statewide grant and training operations including program logistics, application cycles, training workshops, and grant review processes. This role contributes to strong program delivery and mission impact by ensuring operational excellence and providing guidance and support to congregations throughout the lifecycle of their grant-funded preservation projects.

Details

Organization

A private nonprofit supported by a diverse membership base and guided by a volunteer Board, **Indiana Landmarks** revitalizes communities, strengthens connections to our diverse heritage, and saves meaningful places. From its state headquarters in Indianapolis’s historic Old Northside neighborhood, the organization operates eight regional offices across the state. These offices, staffed by dedicated professionals, provide expertise and resources to help local communities save and repurpose historic sites. Indiana Landmarks’ wide-ranging operations include grant and loan programs, rescuing and rehabilitating endangered properties, buying and selling real estate, easement protections, preservation advocacy, and educational initiatives including tours, lectures, workshops, publications, and partners on a major annual statewide conference.

Program

Sacred Places Indiana (SPI) is a statewide grant and training initiative of Indiana Landmarks that supports congregations stewarding historic houses of worship across Indiana. Fully funded by a private foundation through 2029, the program provides financial assistance and capacity-building support to congregations undertaking significant preservation projects. Participating congregations receive grant funding alongside structured training in landmark

stewardship, community engagement, and fundraising, helping them plan for long-term sustainability while preserving places of historic and cultural significance.

Position Description

Based at our headquarters in Indianapolis, the Associate Director of Sacred Places Indiana plays a key role in advancing Indiana Landmarks' mission by supporting and delivering a statewide grant and training program serving congregations in historic houses of worship. This position manages program operations, coordinates grant cycles and training activities, and supports congregational partners, ensuring efficiency, consistency, and high-quality program delivery across Indiana.

The Associate Director reports directly to the Director of Sacred Places Indiana and works collaboratively across departments and with external partners to ensure smooth program operations and meaningful engagement with congregations statewide. The role contributes to program effectiveness and mission advancement by maintaining strong systems, delivering high-quality support and training, and stewarding relationships with faith-based communities and program partners. Limited statewide travel and occasional evening or weekend work are required.

Program Operations & Administration

- Manage program calendars, timelines, and workflows to keep Sacred Places Indiana on track
- Coordinate grant application cycles, including information sessions, deadlines, reviews, and award notifications
- Organize logistics for training workshops, site visits, and grant-related events, including meeting setup, catering, and cross-departmental coordination
- Support grant review and selection processes by compiling materials and coordinating meetings for the Grant Awards Committee
- Maintain accurate program records, schedules, and documentation to ensure operational consistency

Congregational Support & Site Engagement

- Serve as a primary point of contact for congregations throughout application, training, and grant implementation phases
- Manage a caseload of grantee projects, including monitoring progress and tracking required reports
- Provide advising and problem-solving support related to building stewardship, capital planning, and fundraising readiness
- Conduct site visits to historic houses of worship across Indiana
- Communicate regularly with grantees, architects, and contractors throughout the duration of funded projects

Training, Outreach & Relationship Building

- Collaborate with the Program Director and consultants to deliver in-person and occasional virtual training
- Facilitate cohort-based workshops held over approximately five weekends per year
- Prepare training materials, agendas, schedules, and oversee workshop logistics
- Travel statewide to represent Sacred Places Indiana and build relationships with congregations and denominational partners
- Promote the preservation and continued use of historic houses of worship as vital community assets

Please note that this job description is not intended to provide a comprehensive list of the activities, duties, or responsibilities required of the employee for this position.

Duties, obligations, and activities may change at any time.

Organizational Commitment

As a member of our team, every employee is expected to:

- **Embrace Change and Growth:** Demonstrate adaptability and resilience as the organization evolves, maintaining a positive, solution-oriented approach to shifting priorities, processes, and goals.
- **Align with Strategy:** Understand how individual responsibilities connect to the organization's mission, vision, and strategic priorities, and actively contribute to achieving these goals.
- **Foster Collaboration:** Work effectively across teams and departments, share knowledge and resources, and build strong, respectful relationships with colleagues.
- **Communicate Openly:** Promote a culture of trust through clear, constructive, and inclusive communication, offering and receiving feedback to strengthen individual and team performance.
- **Innovate and Improve:** Identify opportunities to enhance processes, services, and systems by contributing ideas and creative solutions that support ongoing improvement.
- **Commit to Learning:** Engage in ongoing professional development, remaining curious and open to new tools, methods, and perspectives that enhance effectiveness and adaptability.

Qualifications:

- Bachelor's degree required; background in historic preservation, religion or theology, nonprofit management, education, or related fields preferred
- Ability to coordinate complex programs or projects with multiple timelines, deadlines, and stakeholders, maintaining organization, accuracy, and follow-through
- Experience managing calendars, schedules, workflows, and logistics, particularly for multi-day events, trainings, or cohort-based programs

- Strong written and verbal communication skills, with the ability to build relationships, present information clearly, facilitate meetings or training sessions, and communicate effectively with diverse audiences
- Experience or demonstrated ability to support faith-based or mission-driven organizations, with understanding of congregational life, denominational structures, or values-centered work environments
- Capacity to problem-solve and provide guidance related to building stewardship, capital projects, or organizational readiness
- Willingness to engage in field-based work, including statewide travel, site visits in historic buildings, and in-person support for program participants
- Flexibility to work occasional evenings or weekends as required by program schedules and events
- Adaptability and willingness to learn new processes and contribute to ongoing improvements in a fast-paced, dynamic environment.
- Commitment to Indiana Landmarks' mission, values, and steadfast support for equity and inclusion.
- Residency in Indianapolis or willingness to be physically present in the Indiana Landmarks Center at 1201 Central Avenue, Indianapolis, home of our headquarters.

Benefits and Work Environment:

Salary Range: \$60,000 - \$65,000 annually

- **Comprehensive Benefits Package:** Health, dental, vision, and life insurance; retirement plan with employer match; and additional employee benefits.
- **Work–Life Balance:** Fourteen paid holidays, generous vacation time, and dedicated staff appreciation days.
- **Impactful Work:** Opportunity to shape the future of an organization committed to preserving historic places and stories that stand the test of time.
- **Supportive Environment:** Collaborate with a team that values your contributions, fosters professional growth, and encourages leadership and teamwork.

Physical Requirements:

The physical demands described below represent those that an individual must meet to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Ability to work effectively in a fast-paced office environment.
- Ability to sit or stand for extended periods and move intermittently throughout the workday.
- Ability to push, pull, lift, carry, or move objects weighing up to 20 pounds.
- Strong speaking and listening skills.
- Adequate sensory abilities, including clear vision, good hearing, and manual dexterity.

- Ability to perform focused work with close attention to detail.
- Proficiency in operating standard office equipment, including computers, copiers, and telephones.
- Ability to interact professionally with others in person, by phone, email, and written correspondence.
- Ability to drive as needed for organizational business.

How to Apply:

Send a resume and one-page cover letter to David Frederick, sacredplaces@indianalandmarks.org, by April 27, 2026. Applications will be processed on a rolling basis, but all received on or prior to this date will be given consideration.