

NOTICE OF OPEN POSITION

Posting Period: September 28 – October 9, 2015

* * *

A job opportunity currently exists as indicated below. This position will be located in Columbus, OH. Interested employees that meet all the qualifications listed may submit an updated resume to careers@nfib.org. Employee referrals that meet all the qualifications listed may apply for this position at www.nfib.com/careers. Internal candidates should be in present position six months to be eligible for consideration.

| <u>POSITION</u> | <u>DEPARTMENT</u> | <u>SUPERVISOR</u> |
|------------------------|---------------------|-------------------|
| Member Support Manager | State Public Policy | Roger Geiger |

MINIMUM QUALIFICATIONS

1. Bachelor's degree in marketing, business, political science or related field; or equivalent.
2. Five (5) years relevant work experience as an event planner, fundraiser, grassroots coordinator, marketer or similar position. Basic knowledge of the legislative processes.
3. Proficient in Microsoft Office and membership database software.
4. Able to travel approximately 45 nights per year.
5. Ability to meet deadlines, negotiates conflicts, take initiative, assume project responsibility and prioritize work under pressure. Must possess flexibility and stress tolerance.
6. Professional, energetic self-starter. Must possess excellent organizational, written, digital and verbal communication, and interpersonal skills; including public presentation skills.

PRIMARY RESPONSIBILITIES

The Member Support Manager is responsible for the development and maintenance of a strong network of activist NFIB members in assigned state of Ohio. Recruit, train, organize and coordinate the activities of NFIB members to support and grow member activism. Works with all NFIB departments to implement national programs and initiatives. Responsibilities include but are not limited to working with the State Director to organize and provide support to the state Leadership Councils and activist network development; planning and executing events and meetings held on a state and regional basis; providing support to the Media Manager by supplying activist members for media contact and planning media events, engaging online, earned and social media; providing support to the state director in identifying and implementing member input into the advocacy before the legislature; assisting with fundraising and political activities and the implementation of NFIB issue campaigns; and working with Member Services staff to develop and promote member value added products and services in the state or region.

Must communicate effectively both verbally and in writing; work outcomes must meet and / or exceed productivity and quality standards. Must be able to work as part of a cooperative team environment and independent of direct supervision; adhere to Company and Department policies and procedures. Performs other projects as needed.