

Director of Government Relations

The Ohio Association of County Boards of Developmental Disabilities (OACB) seeks an outgoing, self-motivated government relations professional to join our team. OACB is a 501(c) 6 non-profit organization that provides advocacy, communications, professional development, and technical assistance to all 88 of Ohio's county boards of developmental disabilities. Founded in 1984, OACB has evolved along with the needs of its diverse membership. Today, we provide a host of services and supports to the 616 volunteer board members and thousands of career professionals in Ohio's DD service delivery system.

Our Mission: *We help boards succeed through professional development, technical assistance, advocacy, and communication.*

Our Vision: *We envision a strong, connected, inclusive Ohio where people have the opportunity to choose the life they want.*

Responsibilities include but are not limited to:

- Maintaining effective working relationships with state and federal policymakers and executive agency officials and staff;
- Analyzing and reporting on policies and issues pertinent to Ohio's county boards of developmental disabilities;
- Composing and delivering written and oral materials and presentations, including legislative and advocacy briefs, bill summaries, and legislative testimony;
- Working with OACB's communications staffers to develop messaging and maintain a consistent and professional voice for the organization in policy discussions and communications;
- Working with OACB's professional development and technical assistance staffers to plan and execute professional trainings for county board members and employees;
- Managing OACB grassroots activities and other association meetings and events; and
- Other duties as assigned.

Minimum Qualifications and Skills

- Demonstrates respect and dignity for all people.
- Minimum 3 -5 years of state and/or federal lobbying and/or legislative/executive staff experience.
- Bachelor's degree in Political Science, Communications, or a related field.
- Must possess a comprehensive understanding of the legislative process, human services, and Medicaid policy.
- Must have excellent written and verbal communications, multi-tasking, and deadline management skills.
- Must have the ability to work as a member of a large team of experienced professionals with diverse backgrounds, experience levels, and skillsets in a fast-paced environment in order to serve a common mission.

- Must have the ability to consistently represent the OACB's interests to members, legislators, and government officials.
- Must be able to formulate, plan, and execute government relations strategies.
- Must possess a strong work ethic and a commitment to member service.
- Passionate about being a part of a collaborative, mission-driven work environment.

Hours

This is a full-time, salaried position. It is anticipated that the majority of work be done Monday through Friday. However, specific events may require evening and/or weekend hours.

Salary/Benefits

OACB offers competitive salary and benefit packages in keeping in industry standards. Individual compensation packages will be commensurate with the applicant's experience. Position benefits include medical/dental/vision insurance consistent with OACB policy, universal leave time, paid holidays, and other fringe benefits as defined by OACB policy.

Typical Job Duties

The Director of Government Relations is the association's lead on legislative and executive advocacy. In addition to the general duties outlined above, the person in this role must also does the following:

- Serves as primary state and federal legislative and executive advocacy coordinator.
- Monitors and reports the status of Administrative Rule Review process with relevant state departments and agencies.
- Represents the association at policy workgroups as needed and attends public hearings, legislative committees, other meetings on a regular basis, reporting the activities and status of such meetings to the executive director and Board of Trustees.
- Prepares testimony and fact sheets in support of association positions on various pieces of legislation, including the state budget and key bills at both the state and federal level.
- Identifies, prepares, and schedules members and other advocates to speak on the association's behalf as witnesses in legislative hearings.
- Serves as staff lead to the association's policy committee, schedules meetings, implements action steps, and reports on the committee's activities to the full Board of Trustees.
- In coordination with the Board of Trustees' policy committee and the executive director, formulates the association's annual public policy agenda.
- Reports the success of organized advocacy efforts to association staff, members, and trustees through in-person and written reports (may coordinate with OACB communications staffers for quality assurance purposes).
- Assists the policy committee treasurer and chair with fundraising activities.
- In coordination with OACB's contract lobbyist, identifies and cultivates productive bi-partisan working relationships with lawmakers for the purpose of identifying legislative advocates for OACB objectives.

- Conducts legislative research on subjects of importance to members and issues affecting Ohio's DD system at the state and federal level.
- Analyzes the impact of legislative decisions and prepares reports with the assistance of OACB's communications team for distribution to members and staff.
- Prepares educational materials and briefings for members and staff regarding relevant policy issues.
- Periodically writes articles for association publications on current policy issues.
- Assists with the planning of association training and technical assistance events, including but not limited to the Spring Conference and Annual Convention.

Application Instructions

Send a resume, cover letter, writing sample, and list of professional references to OACB Executive Assistant Lana Beddoes by November 3, 2017 at lbeddoes@oacbdds.org. Correspondence should be addressed to Executive Director Bridget Gargan.