



Position Title: Coalition Manager, Advocates for Ohio's Future (AOF)
Public Policy Associate, The Center for Community Solutions

Status: Salaried, full-time

Reports to: Director of Public Policy, The Center for Community Solutions
AOF Co-Chairs and Steering Committee

Advocates for Ohio's Future is a statewide coalition of statewide organizations that promote health and human service budget and policy solutions so all Ohioans live better lives. **This position is in Columbus, Ohio.**

The Center for Community Solutions serves as the fiscal agent and home for AOF. Community Solutions is a non-partisan, nonprofit think tank in the health and human services landscape, committed to influencing health, social and economic conditions in Ohio.

AOF seeks a passionate and resourceful Coalition Manager, who will serve as the sole full-time staff member supporting the coalition. AOF brings together organizations across the health and human services spectrum to bridge siloes in information sharing and advocacy. AOF celebrated our 15th Anniversary in 2025.

The successful candidate will hit the ground running to position the coalition as trusted, visible partners and messengers as the state of Ohio and a new state administration and general assembly plan and implement the future of health and human services, particularly as aspects of the 2025 federal reconciliation bill take shape on the ground.

Primary Duties and Responsibilities (Regular & Required for Success)

- Provide staff leadership to AOF, its Executive Committee, Steering Committee, and other selected committees (Public Policy, in particular) for general coalition work and policy advocacy.
- Coordinate, plan, and strategize for coalition meetings, workgroup, and subcommittee meetings. Foster strong internal coordination and accountability among coalition members.
- Work with the Public Policy Committee to develop legislative priorities and strategy; attend legislative hearings, testify on legislation, schedule legislative meetings and other relevant lobbying/advocacy activities.
- Develop and maintain relationships with key nonprofit leaders in member and partner organizations, elected officials and administration staff, opinion leaders, media, and other policy stakeholders to engage them in achieving the goals of the organization.
- Manage internal and external communications, including regular coalition email updates, meeting follow-ups, advocacy materials, webinars, newsletters, social media, AOF website, and news releases.
- Work with the Executive Committee to set fundraising goals, build relationships with potential funders, and maintain fiscal sustainability by preparing grant and fundraising proposals and managing member dues invoicing process.

- Develop and recruit new AOF members for Steering Committee approval every 2 years.
- Lead strategic planning with AOF staff, Co-Chairs, and Steering Committee.
- Participate in regular check-ins with the Community Solutions Director of Public Policy.
- Complete organizational administrative and finance/budget tasks, as needed.
- Manage and seek grants supporting the coalition's internal expenses
- Supervise and manage interns, as applicable.
- Other duties as assigned.

Occasional – As Time Allows

- Work effectively with leaders of non-member organizations and coalitions that share AOF's policy goals; develop shared strategies and action plans to achieve agreed-upon goals.
- Host relevant AOF events, including legislative receptions and legislative outreach events.
- Share AOF's work through presentations to member and partner organization convenings, conferences, and panels.

Required Qualifications

- Experience managing regional or state-level advocacy campaigns, or building or staffing diverse and effective alliances and collaborations
- Excellent organizational skills and proven ability to work collaboratively
- Excellent written and verbal communication skills, including public speaking
- Familiarity with federal, state, and/or county legislative and executive policymaking processes.
- Experience reading, drafting, or analyzing legislation and public budgets, or working in state government.
- Familiarity with the fundraising and grant writing processes; willingness to engage in additional training
- Proficiency with MS Word, Excel, PowerPoint, Outlook, website platforms and social media applications and management tools. Familiarity with legislative tracking tools (Gongwer, Hannah News Service)
- Personal cell phone for business use.

Preferred Qualifications

- Understanding of the nonprofit advocacy landscape in Ohio health and human services
- Knowledge of health and social issues in Ohio
- Some experience or exposure to developing annual budgets for approval, as well as regular financial and fundraising reports

If you're excited about this role but your experience doesn't perfectly align, we encourage you to apply.

To apply, please send a cover letter and resume via email to HR@communitysolutions.com **by Wednesday, May 13, 2026 at 11:59pm.**

Compensation and Benefits

Salary range: \$56,000 - \$70,000, based on experience

The Center for Community Solutions provides generous benefits including:

- Ample paid time off including up to 4 weeks of PTO, and 15 paid sick days annually, 11 paid holidays per year, and a week-long office closure between Christmas and New Year.
- 401(k) retirement plan with automatic employer contribution of 3% of salary plus employer match of 0.5% for every 1% of employee contribution up to 4% of salary.
- Annual budget for professional development which covers conferences, trainings, and associated travel.

- Tuition reimbursement opportunities for current students and support for employees seeking student loan forgiveness as employees of a nonprofit organization.
- High deductible health plan with employer covering 100% of the premium for the employee's coverage and a monthly contribution to a Health Savings Account on the employee's behalf.
- Main offices in Class A office buildings in central downtown location with lake views in Cleveland and overlooking Columbus Commons in Columbus. Access to building amenities including free access to the fitness center in the Cleveland building.

Physical Demands & Work Environment

- Typical office setting with frequent sitting, standing, walking, and reaching.
- Occasional lifting up to 10 lbs.
- Approximately 10% local and regional travel for meetings and stakeholder engagements.

Community Solutions is a permanent hybrid working environment. Expect to work from the assigned office off Capitol Square in Columbus at least two days per week. At this time, remote work locations must be within the state of Ohio.

All staff must understand and value racial equity as an organizational operating principle and be committed to continued learning on issues related to race, equity, diversity, and inclusion.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

At the employee's request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Employment and tenure with The Center for Community Solutions are based on the "at will" principle of employment. The Center for Community Solutions is an Equal Opportunity Employer M/F/V/D/SO.