



**BOYS & GIRLS CLUBS  
OF OHIO**

**Job Description**

<b>Organization:</b>	Ohio Alliance of Boys & Girls Clubs
<b>Position:</b>	Communications & Engagement Manager
<b>Reports to:</b>	Executive Director
<b>Target Starting Salary:</b>	\$58,000 + \$5,000 Annual Incentive

**Summary**

We are building the team that will reshape youth development in Ohio!

The Boys & Girls Clubs of Ohio, through the Ohio Alliance of Boys & Girls Clubs, supports statewide, nonpartisan, advocacy committed to advancing the Boys & Girls Clubs movement in the state. The Alliance supports Club youth development in Ohio by engaging, educating, and mobilizing diverse stakeholders and strategic partners to support youth policies and programs. The Ohio Alliance seeks an experienced, highly effective, team-oriented leader passionate about our mission to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. The successful candidate will direct the organization's stakeholder engagement and communications to further its robust advocacy agenda.

The Communications & Engagement Manager will ensure efficient and effective engagement of Ohio Alliance internal stakeholders including local staff, board members, and committee members.

**Job Responsibilities:**

- Serve as the champion and chief implementor of an ongoing communications plan(s), with support from Alliance leadership and external partners, to effectively advance the movement's policy, advocacy, and stakeholder engagement goals.
- Organize and coordinate annual and targeted events including state summits, townhalls, etc.
- Oversee the development and maintenance of ongoing communication including newsletters, reports, meeting/call recaps, etc.
- Ensure the development and delivery of timely alerts, notices, and calls-to-action.
- Support a system of thanks, recognition and awards for internal and external stakeholders.
- Conduct relevant trainings for stakeholder groups to elevate impact and engagement.
- Coordinate all forward facing messaging including websites, social media planning, implementation, reach/engagement tracking, and improvement efforts for multiple organization/campaign accounts.

- Support relationships with relevant members of Ohio legislative/administrative staff to advance the Clubs' communications goals.
- Build relationships with relevant members of Ohio print and news media to advance the Clubs' communications goals and identify opportunities for press releases, Op-Eds, etc.
- Support stakeholders in engaging with press and policymakers by drafting and submitting letters to the editor, op-eds, testimonies, etc. in coordination with policy team and key stakeholders.
- Support the production, maintenance, and dissemination of all external-facing resources and materials, including videos, fact sheets, designed reports, website, etc. with content support from the policy team.
- Develop and manage relationships with partner organizations that represent key stakeholders, including business leaders and policymakers, in order to develop and elevate strong champions for youth issues in key geographic regions, positions, and organizations.
- Build the organization's coalition management to advance its mission and policy priorities, including coalition recruitment, outreach, engagement, and mobilization.
- Develop an annual report that highlight's the organization's impact and achievements.
- Support the board and Executive Director in developing presentation materials as-needed for events, meetings, etc.
- Support policy research efforts and effectively integrate/communicate findings.
- Other duties as assigned.

#### Required Qualifications

- Passionate about advancing the Boys & Girls Clubs' mission.
- Committed to diversity, equity and inclusion.
- Thoughtful, proactive and resourceful problem solver.
- Degree in Public Administration, Communications or similar; equivalent work experience may be considered.
- 3-7 years of professional experience, preferably with exposure to the social and political landscapes of Ohio.
- Computer skills, including experience with Microsoft office products (specifically Outlook, Word, Excel, PowerPoint), as well as digital tools (specifically Zoom) required.
- Solid understanding of the policymaking process in the state of Ohio, experience in advocacy communications a plus.
- High proficiency in oral and written communication and significant employment experiences that demonstrate successful practice of interpersonal relationship skills.
- Thoughtful, self-motivated, and resourceful problem solver, eager and willing to learn in a fast-paced environment.
- Strong work ethic with a can-do attitude.
- Possesses a valid driver's license and car insurance. Willing to travel within the state as needed.

#### Environment and Working Conditions

Our office is in Columbus; however, this position has the option of hybrid working arrangements when, and if, beneficial and approved. Regular presence in the Columbus office is required.

Individual selected for this position must be able to successfully be cleared for work through a comprehensive background check.

Salary commensurate with experience along with competitive benefits package including health insurance, vacation and sick time, and 401K. A permanent physical office is not considered vital to this position, so telecommuting may be available for the successful candidate. Prospective applicants ready to help build an engaging and highly-effective team of professionals are encouraged to send a resume with cover letter to [ashley@bgcoho.org](mailto:ashley@bgcoho.org).

**Equal Employment Opportunity:**

Boys & Girls Clubs of Ohio is an equal opportunity employer. Employment decisions are based on merit, qualifications, and abilities. Boys & Girls Central Ohio does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, age, marital status, national origin, physical or mental ability, status as a disabled veteran or any other classification protected by law.