



**BOYS & GIRLS CLUBS**  
OHIO ALLIANCE

**Job Description**

**Organization:** Ohio Alliance of Boys & Girls Clubs  
**Position:** Director of Communications & Engagement  
**Reports to:** Executive Director  
**Salary Range:** \$61,115 - \$97,625 Annually

**Summary**

The Ohio Alliance of Boys & Girls Clubs is the statewide, nonpartisan, advocacy organization 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 position will offer the right leader opportunities for development and growth in the sector as well as within the movement.

The primary goal of this position is to enable youth to reach their full potential by building and maintaining a statewide mechanism for broad grassroots influence in achieving the advocacy aims of the Alliance.

**Job Responsibilities:**

- Serve as the architect 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.
- Manage multiple projects running simultaneously.
- Foster statewide organizational alignment.
- Create and standardize processes across a diverse group of organizations.
- Oversee social media planning, implementation, reach/engagement tracking, and improvement efforts for multiple organization/campaign accounts on Facebook, Twitter, Instagram, and LinkedIn.
- Coordinate with stakeholders to maintain and improve the Alliance website.

- Identify opportunities for press releases and develop, review, and disseminate releases and advisories as-needed.
- Build 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.
- 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.
- Lead 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, Master's degree preferred, 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.

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. While not a requirement, preference for those residing within driving distance of Columbus may be given. The Ohio Alliance is an equal opportunity employer committed to diversity, equity and inclusion. Prospective applicants ready to help build an engaging and highly-effective team of professionals are encouraged to send a resume with cover letter to [staff@bgcoho.org](mailto:staff@bgcoho.org) by May 28, 2021.