



Ohio Bankers League Job Description

Manager, Government Relations & BankPAC

Department

Government Relations

Supervisor

Vice President of State Government Relations & General Counsel

Direct Reports

None

Job Summary

The Ohio Bankers League (OBL) is one of the oldest and largest state bankers associations in the nation. The OBL's Manager, Government Relations & BankPAC, contributes to the Association's success by assisting in all aspects of government relations as well as managing the Ohio Bankers League Political Action Committee, BankPAC. The Manager, Government Relations & BankPAC, will work directly with the entire government relations team to ensure success on all aspects of the Association's political and advocacy goals.

Essential Functions

The requirements listed below are representative of the knowledge, skill, and/or ability needed for this role. The successful candidate will:

- Assist in all aspects of the Association's government relations efforts.
- Oversee the day-to-day operations of the Ohio BankPac.
- Proactively find new and innovative ways to engage with legislators and involve members in advocacy efforts.

General

- Coordinate and assist with the activities for the Ohio Bankers League government relations staff.
- Draft and contribute to OBL publications.
- Draft and assist with testimony, informational documents, and other items to be presented to legislators and staff.
- Assist in lobbying efforts at the Ohio Statehouse.

Ohio BankPac

- Manage the operations of Ohio BankPac.
- Responsible for annual Ohio BankPac campaign, including materials, solicitations, campaign records and donor recognitions.
- File necessary regulatory reports required by both state and federal agencies.
- Staff point of contact for Ohio BankPac board.
- Keep up to date records of BankPac budget.
- Attend political events when necessary.

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Grassroots/Events

- Plan and coordinate details for annual OBL Washington D.C. Fly-in and Day at the Capital program for OBL member banks.
- Schedule appropriate legislative meetings in conjunction with Washington Fly-in and Day at the Capital.
- Schedule and coordinate state and federal grassroots meetings including scheduling with legislator, arranging locations and recruiting member participants.
- Send grassroots bulletins and sign-on opportunities to engage members.
- Maintain government relations grassroots database.

Other GR Duties

- Work with the OBL staff to promote the goals of the association.
- File JLEC reports for OBL.
- Update and keep current OBL bill tracking system.

Experience & Key Skills

Required

- General knowledge of government relations and advocacy.
- Excellent oral and written communication skills and strong attention to detail.
- Demonstrated knowledge and proficiency with communications technologies.
- Understanding of copywriting, graphic design, layout, and publishing.
- Familiarity with social media platforms and social media marketing.
- Strong interpersonal skills across diverse audiences and at all levels.
- Ability to plan and implement with sound technical and analytic skills, good judgment, and strong operational focus; results oriented.
- Ability to proactively manage multiple projects and stakeholders at one time; ability to quickly shift priorities and creatively solve problems in a dynamic environment.

Preferred

- 2-plus years of government relations or related experience.
- Statehouse experience preferred.
- Graphic design experience a plus.
- Knowledge of banking and financial services a plus.

Education

Bachelor's degree from a four-year college or university preferred.

FLSA Status

Full-time, exempt

Compensation & Benefits

- Exact compensation may vary based on skills and experience, with additional incentive and bonus opportunities based on individual performance and organization goals
- 35-hour workweek

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- Competitive benefits package includes medical/vision/dental/ancillary benefits, 401k with company match, profit sharing plan, generous paid vacation/sick/holiday/personal leave, and parental leave.
- Hybrid work environment with staff of <25 employees
- Continuing education opportunities
- Employee focused culture with an open environment and good work-life balance

Conditions

- Spends 50% - 75% of time standing or sitting
- Minimal travel required outside of central Ohio, including the Washington D.C. Fly-in
- Some OBL event attendance may start or finish outside of normal working hours

All applicants looking to apply should send a cover letter and copy of their resume to Don Boyd at dboyd@ohiobankersleague.com.