

Position Title:
Immediate Supervisor:
Hours:

Legislative Affairs
Chief Executive Officer
Full-time, salaried position (overtime exempt).
It is anticipated that the majority of work will be completed Mon-Fri during normal business hours; however, evening and/or weekend hours are occasionally required during legislative session and to facilitate political activities.



The Ohio Association of County Boards of Developmental Disabilities (OACB) seeks an outgoing, self-motivated legislative affairs 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.

Salary and Compensation

A competitive salary will be established within the association's authorized budget and in line with the selected candidate's experience and qualifications. Candidates who are offered an interview will be provided with specific salary ranges prior to interview scheduling to ensure the anticipated salary range falls within mutual expectations. In addition, the association offers the following benefits package:

- Single/family health plan
- 401(k) plan employer match
- Employee Assistance Program
- Vision/dental insurance (0% cost share)
- 120 hours/year of universal leave
- 12 annual paid federal holidays
- 24 hours per year of personal leave
- Mobile phone stipend (optional)
- Employee expense/mileage reimbursement
- 160 hours/year new parent leave
- Professional development/travel budget

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 team 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 team to plan and execute professional trainings for county board members and employees;
- Monitoring and properly reporting all regulated association lobbying activities to appropriate regulatory bodies;
- Coordinating PAC activities and fundraising, and properly filing all associated financial statements; and
- Other duties as assigned.

Minimum Qualifications and Skills

- Demonstrates respect and dignity for all people.
- Minimum 3 -5 years of state legislative and/or executive liaison staff experience.
- Bachelor's degree in Public Policy, Political Science, or a related field.
- Must possess a firm 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 OACB's interests to its 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.

Typical Job Duties

Staff member is responsible for coordinating all legislative advocacy under the supervision of the association CEO. In addition to the general duties outlined above, the person in this role will likely perform the following tasks on a regular basis:

- Serve as primary state and federal legislative advocacy coordinator.
- Represent 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.
- Prepare 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.
- Identify, prepare, and schedule members and other advocates to speak on the association's behalf as witnesses in legislative hearings.
- In coordination with the Board of Trustees policy committee and the association CEO, formulate the association's annual public policy agenda.
- Report the success of organized advocacy efforts to association staff, members, and trustees through in-person and written reports (may coordinate with OACB communications team for quality assurance purposes).
- Lead Political Action Committee (PAC) fundraising activities and directs PAC contributions to maximize PAC/association influence under the supervision of the association CEO.
- Establish PAC membership goals and design/execute recruitment strategies.
- Ensure compliance with all internal policies as well as applicable federal and state PAC and lobbying ethics laws and reporting requirements.
- File ethics and campaign finance reports with the appropriate regulatory bodies on behalf of designated OACB staff.
- Build a strong, ongoing network of key relationships and effectively align stakeholder interests that significantly advance OACB's objectives.
- Manage visits to offices of federal and state government officials and staff, including preparing agendas and programming for major advocacy events, to support OACB policy objectives.
- Identify and cultivate productive bi-partisan working relationships with lawmakers for the purpose of identifying legislative advocates for OACB objectives.
- Conduct legislative research on subjects of importance to members and issues affecting Ohio's DD system at the state and federal level.
- Analyze 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.
- 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 careers@oacbdd.org no later than the **close of business on Monday, October 16, 2023**. Correspondence should be addressed to Adam Herman, Chief Executive Officer.