

Position Title:

Policy Coordinator

Hours:

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 1983, OACB has evolved along with the needs of its diverse membership. Today, we provide a host of services and support to the 616 volunteer board members and thousands of career professionals in Ohio's DD service delivery system.

Minimum Qualifications and Skills

- Demonstrates respect and dignity for all people.
- Bachelor's degree and minimum 1 year of state legislative or executive government experience
- Must possess a firm understanding of the legislative process; human services and Medicaid policy preferred.
- Must have excellent written and verbal communications, project 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.
- Passionate about being a part of a collaborative, mission-driven work environment.
- Must possess a strong work ethic and a commitment to member service.
- Must be able to consistently represent OACB's interests to its members, legislators, and government officials.

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, likely within the starting range of \$55,000-\$65,000/year. In addition, the association offers the following benefits package:

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

Position responsibilities will include, but are not limited to:

- Assist association policy team in maintaining effective bi-partisan working relationships with state and federal policymakers, executive agency officials and staff, as well as other stakeholders;
- Assist other OACB staff 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 Chief Policy Officer and Legislative Affairs Manager;
- Assist with preparing educational materials and fact sheets for members and staff regarding relevant policy issues;
- Report the success of organized advocacy efforts to association staff, members, and trustees through in-person and written reports;
- Ensure compliance with all applicable federal and state political action committee (PAC), lobbying, and ethics requirements, and assist with preparing ethics and campaign finance reports with the appropriate regulatory bodies;
- Assist with visits to offices of state and federal government officials and staff, including preparing agendas and following up with offices, to support OACB policy objectives;
- Conduct legislative research on subjects of importance to members and issues affecting Ohio's DD system at the state and federal level;
- Manage OACB Legislative and State Rules Trackers and assist with other administrative functions such as scheduling with state/federal offices;
- Assists with the planning of association training and technical assistance events, including but not limited to the Spring Conference and Annual Convention.

Applications 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 **Friday, March 14**. Correspondence should be addressed to Adam Herman, Chief Executive Officer.