

About the Ohio Business Roundtable

In 1992, the Ohio Business Roundtable (OBRT) was established for one sole purpose: to improve Ohio's business climate. Since its inception, the OBRT has worked with Ohio's governors and legislative leaders to make Ohio more business-friendly and more competitive both nationally and internationally. The Roundtable is a nonpartisan, nonprofit organization comprised of chief executive officers of many of Ohio's largest, most successful companies.

The OBRT is a small team of positive, hard-working, motivated and collaborative individuals who work to harness the collective expertise and insight of OBRT members to advance solutions to improve Ohio's economic vitality and ensure that Ohio remains the ideal state in which to live, work and succeed.

Director of Communications | *Reports to: Vice President of Government Relations and Communications*

The Ohio Business Roundtable is growing our team and seeking a dynamic, detail-oriented Director of Communications to drive the organization's external presence and member engagement. This role is central to how OBRT communicates its mission—positioning Ohio's top CEOs and the business community as leaders in public policy and economic development. The ideal candidate combines strong writing instincts with digital fluency and a working knowledge of Ohio's policy and political landscape.

The ideal candidate will have:

- Bachelor's degree in communications, marketing, public relations, or a related discipline
- 5+ years of communications, marketing, public relations, or related experience
- Exceptional writing, editing, and storytelling ability across audiences—from C-suite executives to legislators to the general public
- Proficiency in Adobe Creative Suite, with particular emphasis on InDesign for publication design
- Experience with email marketing and newsletter platforms
- Familiarity with content management systems, website management, and HTML basics
- Demonstrated expertise in social media strategy and content management across LinkedIn, X/Twitter, YouTube and other relevant platforms
- Strong graphic design sensibility; ability to produce polished, on-brand visual content
- Public policy knowledge and familiarity with Ohio government and legislative processes
- Established Ohio media relationships a plus
- Strong organizational and project management skills with the ability to manage multiple deadlines simultaneously
- Self-directed, collaborative, and highly detail-oriented



Specific job duties:

Publications & Member Communications

- Draft and produce a monthly member newsletter, a quarterly legislative newsletter, and a bi-annual external partner newsletter
- Lead development of key member publications including the Annual Report, membership packets, member meeting materials, and other print and digital collateral
- Draft executive correspondence—including thank-you notes, congratulatory letters, and other communications
- Prepare speeches, talking points, and briefing materials for public speaking engagements, interviews, and events

Digital & Social Media

- Manage and grow OBRT's social media presence, developing a consistent content calendar and engagement strategy
- Oversee OBRT website content, coordinating updates with an external vendor to ensure accuracy, currency, and brand consistency
- Manage OBRT'S Ohio CEO Summit YouTube page with video content from previous events

Events Marketing

- In coordination with the Director of Member Engagement and Initiatives, lead communications and marketing efforts for the Ohio CEO Summit in the months leading up to the event, including email campaigns, social media promotion, and digital content
- Develop day-of collateral for the Summit as needed—including sponsor signage, directional posters and other materials

Media & Thought Leadership

- Track OBRT members news coverage and other policy issues relevant to members—provide weekly press clips accordingly
- Serve as the primary point of contact for media inquiries and draft and distribute press releases
- Pitch news stories and feature ideas; place periodic op-eds on behalf of OBRT leadership
- Position OBRT as a thought leader in the public policy and economic development arena through consistent, high-quality external communications

Operations & Coordination

- Coordinate the work of contracted communications consultants and external vendors
- Represent OBRT at meetings and events as appropriate
- Other duties as assigned

Competitive salary commensurate with experience. Comprehensive benefits including paid time off, medical, dental, vision coverage, 401K program, life and disability insurance. Some after-business hours work and in-state travel required.

Interested applicants should submit both a resume and cover letter to recruiting@ohiobrt.com.