

## 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.

You will join 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 Policy and Special Projects

The OBRT is seeking a full-time Director of Policy and Special Projects to support the organization's public affairs, advocacy and education efforts, as well as help coordinate the OBRT's economic development involvement.

### The ideal candidate will have:

- 2-3 years of experience in government relations and/or public policy
- Knowledge of government affairs in Ohio at the state level.
- Bachelor's degree in a related field.
- Excellent verbal and written communication skills.
- Strong organizational skills and project management experience.
- A self-directed, action-driven, detail-oriented, and collaborative mindset.

### Job duties:

- In coordination with the VP of Communications and Government Relations and the VP of Business Engagement and External Affairs, support the OBRT's advocacy strategy and legislative engagement. Duties will include:
  - Assist in building OBRT relationships with administration officials and legislative offices.
  - As needed, serve as a liaison to state administration on OBRT initiatives and policy priorities.
  - As needed, serve as the liaison to Ohio economic development entities and stakeholders, and coordinate the OBRT's participation in economic development projects.

- Conduct policy research, draft policy memos, monitor legislative activity, and contribute to communication updates for membership and stakeholder groups.
- Support the development of OBRT policy initiatives by helping to organize member workgroups and external studies.
- Coordinate external outreach with OBRT member company Government Relations professionals, including helping to manage the OBRT Government Relations Council.
- Assist with compliance tracking and reporting to the Joint Legislative Ethics Committee.
- Support the development and execution of OBRT legislative events to engage policymakers.
- As needed, staff the President & CEO at meetings and events, and represent the OBRT at meetings and events.
- Assist the Executive Vice President with developing and executing strategies to increase OBRT PAC participation.
- Execute tasks and assignments within the policy and economic development space in line with the President and CEO's vision.
- As needed, support the work of the Ohio Grants Alliance.
- Other duties as assigned.

Competitive salary commensurate with experience. Comprehensive benefits include paid time off, medical, dental, vision coverage, 401K program, life, and disability insurance. Some after-business hours work and in-state travel are required. Interested applicants should submit both a resume and cover letter to [recruiting@ohiobrt.com](mailto:recruiting@ohiobrt.com).