



## OHIO JOB AND FAMILY SERVICES DIRECTORS' ASSOCIATION

37 West Broad Street, Suite 1120 | Columbus, Ohio 43215  
614-221-3688

### Executive Director

#### Ohio Job and Family Services Directors' Association

The [Ohio Job and Family Services Directors' Association](#) (OJFSDA) is seeking an Executive Director.

The OJFSDA provides strategic leadership, leverages support for technical assistance and training, and bolsters fundamental solutions for Ohio's 88 County Departments of Job and Family Services on key issues involving local, state, and federal policy. As a distinctive membership-driven association, OJFSDA advocates for purpose-driven public policy that promotes family stability and strengthens outcomes for some of Ohio's most vulnerable citizens.

The Executive Director, who is appointed by and reports to the OJFSDA Board of Directors, is responsible for providing strategic direction and leadership while implementing the organization's mission and achieving its objectives.

While leading this non-partisan membership association, the Executive Director is responsible for overseeing the Association's policy, operations, budget, member engagement and public relations. The Executive Director is key in developing a positive and uplifting organizational culture while promoting transparency and collaboration.

The Executive Director leads with a knowledgeable and experienced operations team of three full-time and one part-time team members, plus some contracted expertise.

#### Knowledge, Qualifications, and Competencies:

- **Education:** Bachelor's degree (or higher) preferred.
- **Experience:** Minimum of 7 years in leadership roles within human services, public policy, membership association, or other related fields. Proven track record in establishing and maintaining relationships, effective advocacy, or sound program delivery.
- **Essential Skills:**
  - Leadership (Ability to influence, problem-solve, guide, actively listen, facilitate conflict resolution strategies, strengthen relationships, and lead a group.)
  - Robust understanding of human services systems and challenges.
  - Ability to articulate the organization's objectives and strategic campaigns effectively through both written and oral communication.
  - Emotional Intelligence (Ability to manage and understand emotions, i.e., self-awareness, demonstrating empathy and understanding).

- Proven ability to work collaboratively with a diverse range of stakeholders.
- Plan, prioritize and execute tasks effectively and accurately.
- Responsible financial management abilities.

### **Role of the Executive Director**

As the Executive Director, you will work in a fast-paced environment with strong, dynamic leaders. You will provide the association:

#### **Leadership and Vision:**

- Develop and implement a strategic plan that aligns with the association's mission and goals.
- Serve as the primary spokesperson and representative for the association at the local, state, and national levels.
- Foster a culture of collaboration, innovation, and accountability within the organization.
- Ensure the Executive Committee is kept fully informed on timely and pertinent issues.

#### **Advocacy and Policy Development:**

- Advocate for policies and legislation that strengthen the county JFS delivery system.
- Proactively work with members and other stakeholders to identify public policy priorities.
- Collaborate with national, state, and local agencies, as well as other stakeholders, to promote best practices and enhance service delivery.

#### **Membership Engagement:**

- Cultivate and maintain relationships with members, providing timely information, support, and resources that will enable county directors to be more informed leaders. In-state travel is an important component to cultivating and maintaining these relationships.
- Organize and oversee membership events, orientations, and trainings to foster networking, knowledge sharing, and professional development.
- Maintain strong OJFDSA regional districts.

#### **Financial Management:**

- Develop and manage the annual budget, ensuring financial sustainability and transparency.

**Operational Oversight:**

- Oversee day-to-day operations of the association, ensuring efficient and effective work and outcomes.
- Supervise staff, providing mentorship and guidance to enhance professional development.

**Application Process:**

Interested candidates should submit a resume and a cover letter detailing their qualifications and vision for the association to [hiring@ojfsda.org](mailto: hiring@ojfsda.org).

Applications will be accepted until the position is filled.

Questions should be directed to [hiring@ojfsda.org](mailto: hiring@ojfsda.org) or Laura Abu-Absi at [Labu-absi@ojfsda.org](mailto: Labu-absi@ojfsda.org)