



POSITION DESCRIPTION:
DEPUTY DIRECTOR FOR THE OHIO MAYORS ALLIANCE

Position Overview

The Ohio Mayors Alliance is seeking a dynamic and experienced professional to serve as Deputy Director. This leadership role will support the Executive Director in advancing the organization's mission to strengthen and empower Ohio's cities through collaborative advocacy, policy development, and strategic initiatives. The Deputy Director will report to and work closely with the Executive Director and will play a pivotal role in overseeing daily operations, fostering relationships with key stakeholders, and managing the organization's programs and priorities.

Key Responsibilities

- Strategic Leadership: Assist the Executive Director in developing and implementing the organization's strategic plan and vision.
- Program Management: Oversee the planning, execution, and evaluation of major programs and initiatives, ensuring alignment with organizational goals.
- Advocacy & Policy: Support policy research, legislative advocacy, and coalition-building activities, representing the Alliance with government officials and partner organizations.
- Stakeholder Engagement: Cultivate effective relationships with member mayors, city staff, elected officials, and community partners.
- Communications: Help to manage external communications, including press releases, newsletters, social media, and public events.
- Operational Management: Assist in managing staff, including support and planning for membership meetings, and administrative functions to ensure efficient and effective operations.
- Data & Reporting: Monitor and report on program outcomes, membership engagement, and organizational performance metrics.

Qualifications

- Bachelor's degree required and minimum of 5 years of progressively responsible experience in government, public policy, government relations, nonprofit management, or a related field.
- Excellent written and verbal communication skills, as well as strong analytical and problem-solving abilities.

- Ability to work collaboratively with diverse stakeholders across the political spectrum, and demonstrated leadership and supervisory experience.
- Proficiency in Microsoft Office and Google Workspace, and familiarity with project management tools.

Desired Qualifications

- Knowledge of Ohio's political landscape and municipal issues is highly desirable. The ideal candidate would have experience in municipal or state government and/or state advocacy in Ohio.
- Master's or other graduate degree in public administration, political science, or related field preferred.
- Non-profit management and fundraising experience preferred.
- Experience collaborating with a diverse array of cross-issue stakeholders preferred.

Compensation and Benefits

Compensation will be commensurate with experience and qualifications. The salary range for this position is expected to be between \$100,000-\$125,000, depending on experience. The Ohio Mayors Alliance offers a competitive benefits package, including health insurance, paid time off, and opportunities for professional development.

Application Process

Interested candidates should submit a resume, cover letter, and three professional references addressed to Keary McCarthy at info@ohiomayorsalliance.org. Please put "Deputy Director Application" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

The Ohio Mayors Alliance is an Equal Opportunity Employer and does not discriminate on the basis of age, disability, sex, race, religion or belief, gender identity or expression, marriage/civil partnership, pregnancy/maternity, or sexual orientation. We are an inclusive organization and actively promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome all applications from a wide range of candidates. Selection for roles will be based on individual merit alone.

About the Ohio Mayors Alliance

The Ohio Mayors Alliance is a bipartisan coalition of mayors from Ohio's largest cities, dedicated to strengthening cities through effective advocacy, policy innovation, and collaborative leadership. The organization has 4 staff members and offices in downtown Columbus.

Learn more at www.ohiomayorsalliance.org.