



Position Title: Vice President, Public Policy

Reports to: President & CEO

Background:

Philanthropy Ohio is a statewide membership association that leads and equips Ohio philanthropy to be effective partners for change in our communities. Working towards a vision of a just and vibrant Ohio through impactful philanthropy, our dedicated staff helps members achieve their charitable goals by advocating, educating, convening and collaboration— all while centering equity.

Members are community and private foundations, corporate contributions programs, individuals, giving circles, government, federated funds including United Ways and other grantmaking organizations. Incorporated in 1984, Philanthropy Ohio is a 501(c) (3) organization headquartered in Columbus, Ohio, with a regional office (serving northern Ohio) located in Cleveland. Our 200+ member organizations have assets totaling nearly \$64 billion and invest over \$4 billion annually in addressing community needs. Philanthropy Ohio is a member of United Philanthropy Forum, the national umbrella organization for nearly 80 regional and national philanthropy-serving organizations (PSOs), representing 7,000 foundations and other funders, who work to make philanthropy better.

Position Summary:

The Vice President, Public Policy, provides leadership, vision and oversight to all state and federal public policy activities; manages member-driven policy affinity groups; serves as the primary registered lobbyist for the organization; supervises staff and contractors supporting policy work; works with partner organizations to achieve common policy goals; and assumes responsibility for other Special Projects, as needed. This is a full-time exempt position that reports to the President & CEO and is based in the Columbus office.

Public Policy Responsibility

- Develops and implements an annual work plan and accompanying budget for public policy in accordance with the board-approved Strategic Framework
- Monitors and advocates for state and federal policy to assure the strength and vitality of the philanthropic sector
- Educates state and federal policymakers about the scope, impact and interests of Philanthropy Ohio and its members
- Staffs the Public Policy Committee
- Builds and strengthens relationships with key state and federal officials
- Develops and delivers programs on policy issues and advocacy
- Convenes and manages member affinity groups and initiatives seeking to impact state policy
- Lobbies on behalf of Philanthropy Ohio
- Hires and supervises work of outside contractors
- Develops and implements Philanthropy Ohio's policy agenda
- Engages and partners with other key stakeholders to achieve policy goals (with Exec in Residence leading)
- Supervises policy team members

Cross-departmental Collaboration

- Coordinates with operations staff around fundraising for policy initiatives
- Coordinates with Programs & Learning Team for policy-related programs and events, including conference sessions
- Serves on Leadership Team
- Works with communications staff to develop and disseminate policy materials & newsletters

Qualifications common to all positions

- Good interpersonal skills with strong service orientation
- Attention to detail, ability to produce high quality work products
- Communicate effectively in a variety of settings and styles
- Work collaboratively in a team environment
- Experience with or interest in learning about organized philanthropy
- Use time and resources well and display ability to manage multiple projects and shifting priorities
- Approach responsibilities creatively and innovatively with the goal of continuous improvement
- Proficient with Microsoft Office and Zoom for hosting meetings and learning programs

Preferred Qualifications for this position

- Specific knowledge of public policy issues in Ohio (including health, education and housing) and US (including charitable giving and sector issues)
- Experience lobbying and working with legislators
- Experience in a membership association and/or philanthropy
- Excellent organizational, planning and administrative skills
- Ability to analyze information and communicate clearly and concisely
- Technologically competent and willing to learn new technology
- Supervisory experience
- Strong work ethic and ability
- Four-year college degree required, advanced degree preferred
- Excellent oral and written communications skills

The salary range for this position is \$95,000 - \$115,000. In addition, Philanthropy Ohio offers a generous benefits package including medical, dental and vision insurance; 15 days paid vacation in the first year; paid sick leave; retirement benefits; and a collegial work environment.

Applicants must send cover letter, resume and salary requirements to employment@philanthropyohio.org

Read more about us at www.philanthropyohio.org.

Philanthropy Ohio is an equal opportunity employer. There shall be no discrimination of persons on the basis of race, age, sex, marital status, disability, citizenship, religion, national origin, sexual orientation, political affiliation or belief with regard to hiring, assignment, promotion or other conditions of staff employment.

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