



**BOYS & GIRLS CLUBS**  
OHIO ALLIANCE

**Job Description**

**Organization:** Ohio Alliance of Boys & Girls Clubs  
**Position:** State Programs Director  
**Reports to:** Executive Director  
**Salary Range:** \$49,350 - \$78,832 per year

**Summary**

The Ohio Alliance of Boys & Girls Clubs is the statewide, nonpartisan, advocacy organization committed to advancing the impact of the Boys & Girls Clubs movement in the state. The Alliance supports Club youth development in Ohio by engaging, educating and mobilizing diverse stakeholders and strategic partners to support youth policies and programs. The Ohio Alliance seeks an experienced, highly effective, team-oriented leader passionate about our mission to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. The successful candidate will manage and support the organization's statewide programmatic deployment and learning collaboratives to further its impact and agenda.

The position will offer the right leader opportunities for development and growth in the sector as well as within the movement.

The primary goal of this position is to enable youth to reach their full potential by building and maintaining a statewide systems for broad programmatic deployment, evaluation, and impact.

**Job Responsibilities:**

- Oversee and deploy the planning, development, and implementation of identified state programming via adopted practices.
- Supervise and direct statewide training initiatives as the related to managed programs.
- Serve as program manager for proposal through reporting of state programs.
- Manage multiple projects running simultaneously.
- Foster statewide organizational alignment.
- Create and standardize processes across a diverse group of organizations.
- Evaluate and improve the learning collaborative approach adopted by the Alliance in order to improve statewide outcomes and enhance the organizations case for support.
- Foster a culture of continuous learning and improvement.
- Responsible for supporting and ensuring grant requirements and reporting are executed at the state and organizational level.

- Develop and manage relationships with partner organizations that represent key stakeholders, including subject matter experts, administrative agencies, and grantors.
- Demonstrate the ability to achieve outcomes and manage process with teams across multiple organizations at different maturity levels.
- Maintain programmatic deployment documentation.
- Poses a commitment to add value to member organizations.
- Ensure the evaluation and reporting of programs on a continual basis.
- Serve as a leader and resource for all Clubs and partners in statewide programs.
- Develop an annual report that highlights the programs impact and achievements.
- Support the board and Executive Director in developing presentation materials as-needed for events, meetings, etc.
- Support policy research efforts and effectively integrate/communicate findings.
- Other duties as assigned.

### Required Qualifications

- Passionate about advancing the Boys & Girls Clubs' mission.
- Committed to diversity, equity and inclusion.
- Bachelor's degree required, Master's degree preferred. Equivalent work experience and/or certifications may be considered.
- 3-7 years of professional experience, preferably with exposure to the social and political landscapes of Ohio.
- Computer skills, including experience with Microsoft office products (specifically Office365, Outlook, Word, Excel, PowerPoint), as well as digital tools (Zoom, etc) required.
- High proficiency in oral and written communication and significant employment experiences that demonstrate successful practice of interpersonal relationship skills.
- Thoughtful, self-motivated, independent and resourceful problem solver, eager and willing to learn and lead in a fast-paced environment.
- Strong work ethic with a can-do attitude.
- Possesses a valid driver's license and car insurance. Willing to travel within the state as needed.

Salary commensurate with experience along with competitive benefits package including health insurance, vacation and sick time, and 401K. A permanent physical office is not considered vital to this position, so telecommuting may be available for the successful candidate. While not a requirement, preference for those residing within driving distance of Columbus may be considered. The Ohio Alliance is an equal opportunity employer committed to diversity, equity and inclusion. Prospective applicants ready to help build an engaging and highly-effective team of professionals are encouraged to send a resume with cover letter to [staff@bgcoho.org](mailto:staff@bgcoho.org) by May 28, 2021.