Position Posting
Executive Director, Ohio Organizing Collaborative
Posted: March 18, 2020

About the Ohio Organizing Collaborative
The Ohio Organizing Collaborative (OOC) is an innovative statewide organization that unites community organizing groups, labor unions, faith organizations and policy institutes to build a transformative base of power to achieve social, racial and economic justice in Ohio. The OOC carries out this mission by investing in a diverse portfolio of organizing methods, movement building, cultural and narrative strategies, non-partisan 501c3 electoral programs, leadership training, and integration with policy organizations. OOC employs a team of organizers and staff around the state but is geographically focused on Cleveland, Dayton, and Cincinnati with a smaller presence in Columbus and Youngstown. For more information, visit www.ohorganizing.org.

Executive Director Position:

Required Skills, Abilities, and Qualities
- Proven experience in organizing, specifically the ability to develop a base, cultivate leaders, and develop organizing campaigns
- Self-motivated and detail-oriented critical thinker
- Ability to manage key initiatives concurrently
- Ability to organize community-wide initiatives and build consensus
- Excellent interpersonal, writing, and oral communication skills
- Demonstrated success with all aspects of fundraising while building and maintaining relationships with funders
- Proficient in Office and database software, web-based communication/collaborative tools, and media service programs
- Committed to the principles of social, racial, and economic justice and core OOC values
- In depth understanding of various legal structures including 501c3, 501c4, and PACs and Super PACs – state and national level
- Strong commitment to developing leaders/grassroots leaders
- Experience leading an organization with a multimillion-dollar budget
- A minimum of ten years of related work experience
- Ability to build and promote a nurturing and supportive workplace culture
- Deep knowledge of all aspects of budget management and development
- A team player with the ability to strategically delegate responsibilities
Position Responsibilities

- The Executive Director reports to the Board of Directors. They lead a talented and dedicated team that minimizes weaknesses, shares strengths and maintains high standards. They are able to work effectively with diverse staff, leaders, partners, and the general public.
- The Executive Director is responsible for the successful management of all organizing campaigns, partner/member development, and oversight of all organizational support systems.
- Develops and implements quarterly campaign/work plans and a yearly professional development plan
- Leads the senior management team; oversees strategy and fundraising teams and other teams as appropriate
- Manages and oversees fundraising plans
- Develops and maintains relationships with partner organizations across Ohio to positively impact state policy
- Develops and maintains relationships with national partners with a focus on federal policy
- Oversees the creation/coordination of staff evaluation systems; approves staff recruitment and discharge
- Oversees all budget operations
- Supervises key senior level staff such as the Organizing Director, Development Director, and Communications Director.
- Establishes a positive and supportive culture of staff and leadership development, continuing education and personal growth; supports high performance standards
- Takes a hands-on role in Board development
- Works with senior staff to anticipate and resolve workplace issues and challenges
- Performs all other duties as required

Position Details

- The Executive Director is a full-time position.
- A Bachelor’s Degree or equivalent experience is required.
- Salary is dependent upon experience, and includes health/dental insurance, vacation, and retirement match.
- The successful candidate must be bondable, possess a valid driver’s license, and have access to a reliable automobile.
- The successful candidate does not currently have to be located in Ohio, but it is preferred.
- In-state and national travel is required. Work-related expenses are reimbursed according to OOC policy.

Compensation: Salary and benefits are competitive.

To apply: Please submit a cover letter, resume, and three references to Pamela Fine at pfine@janussmallassociates.com. No calls, please. Please put “OOC” in the subject line. OOC is an equal-opportunity employer. While the search will remain open until the position is filled, resume review will begin on April 8, 2020.