



Coalition Manager

Position Title: Coalition Manager, Advocates for Ohio's Future (AOF)
Public Policy Associate, The Center for Community Solutions (CCS)

Status: Salaried, full-time

Reports to: Director of Public Policy, The Center for Community Solutions
AOF Co-Chairs and Steering Committee

Advocates for Ohio's Future is a statewide coalition of over 475 local and statewide organizations that promote health and human service budget and policy solutions so all Ohioans live better lives. This position is located in Columbus, Ohio.

Primary Duties and Responsibilities

- Provide staff leadership to AOF, its Executive Committee, Steering Committee, and other selected committees (Public Policy, in particular) for general coalition work and policy advocacy.
- Coordinate organization meetings and subcommittee meetings. Foster strong internal coordination and accountability among coalition members.
- Work with the Public Policy Committee to develop legislative strategy; attend legislative hearings, schedule legislative meetings and other relevant lobbying/advocacy activities
- Work with Outreach/Field Committee to significantly expand the number and variety of member organizations and supporters; through communication and training, presentations and other public speaking, engage organizations and supporters in public policy advocacy.
- Work with Community Solutions' Communications Director to manage internal and external communications and provide communications tools (in particular: policy papers, testimony, lobbying materials, and news releases).
- Assist members in developing and maintaining relationships with key nonprofit leaders, elected officials and administration staff, opinion leaders, media, and other policy stakeholders to engage them in achieving the goals of the organization.
- Work effectively with leaders of organizations and coalitions that share AOF's policy goals; develop shared strategies and action plans to achieve agreed-upon goals.
- Work with the Development Committee to set fundraising goals, build relationships with potential funders, and maintain fiscal sustainability.
- Participate in strategic, long- and medium-term planning working with AOF staff, Co-Chairs, and Steering Committee.
- Participate in CCS staff meetings and regular check-ins with the CCS Director of Public Policy.
- Supervise other AOF staff in accordance and coordination with CCS policies and procedures.
- Complete organizational administrative and finance/budget tasks, as needed.

Qualifications

- Demonstrable experience managing regional or state-level advocacy campaigns or building diverse and effective alliances and collaborations
- Excellent organizational skills and proven ability to work collaboratively
- Excellent communication (written and oral) skills
- Experience in developing annual budgets for approval, as well as regular financial and fundraising reports
- Familiarity with the fundraising and grant writing processes; willingness to engage in additional training
- Willingness and ability to travel regularly throughout Ohio; must provide personal mode of transportation
- Proficiency with MS Word, Excel, PowerPoint, website and social media applications and management tools, and online networking and collaborative tools.

Salary based on experience

Applicants should respond in writing to:

The Center for Community Solutions

Attn: Roslyn Kaleal

1501 Euclid Ave., Suite 310

Cleveland, OH 44115

Or

Via email to: rkaleal@CommunitySolutions.com

In the subject line: AOF Coalition Manager

Include completed application, cover letter, resume, and salary requirements

Deadline to apply is 5 p.m., February 22, 2018

*Employment and tenure with The Center for Community Solutions
are based on the "at will" principle of employment.
The Center for Community Solutions is an Equal Opportunity Employer M/F/V/D/SO.*



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