



**LEAGUE OF WOMEN VOTERS®  
OF OHIO**

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### **Position Announcement**

The League of Women Voters of Ohio and the League of Women Voters of Ohio Education Fund seek a dynamic and dedicated executive director (ED) to lead the League. The Executive Director serves as ED for both aspects of the organization.

The League of Women Voters of Ohio/Education Fund is a non-profit, non-partisan organization that works to encourage informed and active participation in government, increase understanding of major public policy issues, and influence public policy through education and advocacy. The League of Women Voters (LWV) was founded in 1920 as an outgrowth of the movement to give women the right to vote and it operates at the local, state and national levels.

### **Executive Director Position Summary**

The executive director works closely with members of the Board to carry out the mission and goals of the League and reports to the President of the Board. The ED is responsible for the overall administration and management of the LWV of Ohio/Education Fund, including membership and programming, advocacy, fundraising and organizational operations.

### **Key Areas of Responsibilities**

- **Oversee organizational operations, including planning, financial management, and supervision of personnel.**
  - Manage a small and highly effective office in Columbus.
  - Hire, develop and supervise staff and volunteers.
  - Assist with development and implementation of strategic plan.
  - Develop an active planning process and organizational goals consistent with the mission.
  - Develop, recommend, and monitor annual and other budgets; coordinates annual audit.
  - Train and develop staff to communicate with one voice on behalf of the League.
  - Oversee fiscal record-keeping and reporting (final signatory on budgets, reports).
  - Oversee a contract accountant who does book-keeping.
  - Travel around the state and represent Ohio at national meetings of the LWVUS.
- **Oversee and direct the development director in areas of fundraising efforts including foundation grants, major donor solicitation and growth of individual donor base.**
- **Coordinate member activities and events, including Statehouse Day and Convention.**
  - This involves negotiating logistics, securing sponsors and speakers, outreach, publicity, etc.
  - Work in conjunction with appropriate board committees and local leagues around the state to plan and execute events.
- **Execute advocacy activities of the League with an emphasis in promoting reform in the areas of election administration, campaign finance, judicial selection, redistricting and accountability.**
  - Provide a major leadership role in campaigns and approved by board, such as Fair Districts=Fair Elections and Fair Congressional Districts for Ohio.
- **Communicate the League's mission and priorities to the League's constituencies through strategic use of print and electronic media.**
  - Facilitate regular All-Member conference calls.

- Manage and cultivate positive working relationships with staff, board, League members and volunteers, donors, media and community leaders state-wide.
- Other duties as assigned.

## **Job Requirements**

### *Education/Experience:*

BA required, relevant graduate degree preferred.

Five years management experience in non-profit sector. Previous executive director experience a plus. Experience working with volunteers and forging collaborative partnerships with other organizations.

### *Knowledge:*

Understanding of the workings of a non-profit, membership organization. Business operational knowledge including management and budget. Familiarity with role of an advocacy organization.

### *Skills/Competencies:*

- Action-oriented with a commitment to excellence and the mission of the League.
- Able to develop and implement a strategic plan.
- Effective leader with the ability to motivate a diverse group of volunteers, staff and community partners.
- Strong commitment to the ideals of diversity, equity and inclusion.
- Strong fundraiser with the skills to build and allocate resources.
- Able to prioritize and set measurable goals.
- Excellent interpersonal and communication skills, including effective public speaking.
- Able to manage multiple competing priorities while balancing short-term vs. long-term goals.
- Able to self-manage time and commitments.
- Experience interacting with a board of directors and committees that report to the board.
- Enthusiasm for and effective at forging collaborative partnerships with other organizations.
- Ability to delegate to others and check-in with those who are part of the work.
- Able to represent and speak on behalf of the League as appropriate, in keeping with the principles of the national League of Women Voters.

### *Technical Skills:*

Proficient with MS Office products and able to quickly learn and apply new technology skills.

Competent using various social media tools (e.g., Constant Contact, Facebook, Twitter, Instagram) and updating content on the LWV Ohio website.

**Submit cover letter and resume to: Mary Kirtz Van Nortwick, LWVO/EF Co-President at [mvannort@oberlin.net](mailto:mvannort@oberlin.net)**

**Applications received by January 5, 2018 will be given full consideration;  
applications will be accepted until the position is filled.**

We consider applicants for all positions without regard to race, color, religion, national origin or ancestry, sex, gender identity, age (40+), disability, veteran status, or any other legally protected status under local, state, or federal law.