



Ohio Chamber of Commerce Foundation Executive Director:

At least 7 years of experience

FLSA: Exempt

Status: Full Time (40+ hours) from 8:30 a.m. to 5:00 p.m. (Monday-Friday)

Location: Downtown, Columbus

As the sole employee of the Ohio Chamber of Commerce Research Foundation, the Executive Director is responsible for overseeing all aspects of the organization, including research project development, coordination and marketing, developing and implementing a fundraising strategy, event planning, and overall management and administration. The Research Foundation was formed in November 2015 as a 501(c)(3) tax-exempt organization. The mission of the organization is to promote a healthy economy in Ohio by exploring strategies and delivering comprehensive, objective research and information.

This position reports to the Board of Directors of the Ohio Chamber of Commerce Research Foundation.

Responsibilities include:

1. **Board Governance:** Works with the Board of Directors in order to fulfill the organization's mission.
 - Leading the Ohio Chamber Research Foundation in a manner that supports and guides the organization's mission as defined by the bylaws.
 - Communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly.
 - Supporting the Board committees with all operational and administrative needs.
2. **Financial Performance and Viability:** Develop resources sufficient to grow and ensure the financial health of the organization.
 - Submitting proposal of annual budget and other necessary financial statements to the Board, which accurately reflect the financial condition of the organization.
 - Operating within the approved budget.
3. **Organization Mission & Strategy:** Works with Board to ensure the mission is fulfilled through programs, studies, research projects, strategic planning and community engagement.
 - Developing and delivering research projects, studies or educational seminars.
 - Facilitating annual strategic planning and goal setting for the organization.
 - Position the organization positively, drive demand creation and enhance visibility and reputation.
4. **Organization Operations:** Oversee and implement the operations of the organization.
 - Managing contractual agreements with all consultants and vendors.

- Signing notes, agreements and other instruments made and entered into and on behalf of the organization.
- Creating annual report for donors and board.

Preferred qualifications include:

- College degree;
- At least 7 years of relevant work experience, including non-profit experience;
- Experience coordinating research projects and demonstrated proficiency with research methodology from inception of idea to completion and delivery of the final product;
- Familiarity with Ohio's academic institutions, corporate-sponsored foundations and other policy research organizations;
- Ability to cultivate grant funding;
- Demonstrable budget management skills;
- Proficiency using standard office software;
- Background in economics, helpful
- Strong analytic, verbal and written communication skills and the ability to translate research into policy-relevant and actionable messages;
- High degree of initiative and ability to work independently;
- Excellent interpersonal and time management skills;
- General knowledge of policy issues impacting business and familiarity with the policymaking process at the state level; and
- Commitment to the Foundation's mission and for employers' role in helping grow Ohio's economy.

Location: Columbus, Ohio

To apply, please submit cover letter, resume and professional references via email to cwhetstone@ohiochamber.com and include "Executive Director Position" in the subject line.