



## **Program Manager, The Ohio Women’s Public Policy Network**

**Reports to:** President & CEO/Chief of Staff

**Staff reporting to this position:** Racial Justice Policy Associate

**Position classification:** Exempt, full time

### **Summary:**

Innovation Ohio Education Fund (IOEF) is seeking a talented and motivated Program Manager to lead our program, [The Ohio Women’s Public Policy Network \(WPPN\)](#). This is a full time position based in Columbus, Ohio, housed within our 501(c)(3) side of the organization.

This person will work in partnership with the WPPN’s part-time Executive Director to develop and execute high-impact legislative, research, and advocacy strategies to move forward social change at the local, state, and federal level for women and families in Ohio. They will manage a new position within the organization, a Racial Justice Policy Associate, who will oversee our racial justice work, including our Justice Agenda for Black Women and Girls project.

This position requires a background in legislative policy and advocacy as well as experience in coalition building and stakeholder engagement. The ideal candidate will have experience in leading or playing a role in developing policy advocacy campaigns previously. The Program Manager will also play a leading role in managing coalition meetings and should have skills in effective meeting facilitation and management.

### **About the Position:**

- Conducting research and analysis on portfolio of policy issues related to women and families, including paid family and medical leave, reproductive health care and abortion access, and pay equity
- Monitoring, lobbying on, and testifying on bills related to the WPPN’s shared economic security policy agenda
- Crafting email communications and weekly newsletters to drive information and awareness about the program
- Providing expert guidance on policy development and research for partner organizations on issues related to women’s economic opportunity and health equity
- Developing communications content, such as email newsletters or social media postings

- Cultivate, maintain, and broaden relationships with local, state, and federal elected officials, government agencies, community organizations, and advocates
- Drafting fact sheets, blog posts, statements, letters, and resources on prioritized legislation
- Strategizing and implementing earned media strategies, such as drafting and pitching opinion pieces
- Organizing legislative briefings, lobby days, and webinars in collaboration with partner organizations
- Manage and expand coalition partner relationships, including the management of bi-monthly coalition meetings and bi-monthly working group meetings
- Fulfilling other tasks as needed that align with the mission and vision of the program

**Qualifications and Requirements:**

- 3+ years of experience working on Ohio policy, politics, and/or systems change (research, analysis, development of campaigns, etc.)
- Experience working with diverse network membership (in terms of ethnicity, race, gender identity, age, sector, etc.)
- Background or experience with working on gender and racial justice issues
- Proficient in use of MS office and Google Docs
- Detail oriented, good judgment and decision-making skills
- Ability to prioritize multiple projects and work independently
- Excellent written and oral communications skills
- Ability to do research and distill it down into a concise, intuitive narrative
- Dependability, commitment to Innovation Ohio Education Fund’s mission and passion for social, racial, and gender justice

**To Apply:**

**Please email your resume to [Jobs@InnovationOhio.org](mailto:Jobs@InnovationOhio.org).** Please be sure to combine your cover letter, resume/CV, and sample writing assignment or work product into one Word or PDF file and attach this combined document.

**Additional information:**

Compensation based on experience. The position is salaried with competitive benefits, generous paid time off, and access to paid family and medical leave.

Beginning January 3, 2022, Innovation Ohio staff will be working from the Columbus office three days per week. On Thursdays and Fridays, work will be remote.

*Innovation Ohio operates two separate nonprofit organizations to maximize the progressive agenda: Innovation Ohio and the Innovation Ohio Education Fund. This job posting refers collectively to the two organizations under the name Innovation Ohio. Innovation Ohio Education Fund is a nonpartisan 501(c)(3) tax-exempt research and educational institute. It undertakes research, public education and a limited amount of lobbying. Innovation Ohio is a nonpartisan 501(c)(4) tax-exempt organization dedicated to achieving progress through action. It works to transform progressive ideas into policy through rapid-response communications, legislative action, grassroots organizing, political advocacy, and partnerships with other progressive leaders. The organizations share office space and employees.*

*Innovation Ohio is an equal opportunity employer dedicated to promoting diversity, equity, and inclusion. Diversity is more than a commitment at Innovation Ohio — it is the foundation of what we do.*

*Innovation Ohio recruits, employs, trains, compensates, and promotes regardless of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, veteran status, medical condition, and all the other characteristics that make us unique.*