



Job Title: Chief of Staff
Organization: Innovation Ohio
Location: Ohio (Hybrid)

About Innovation Ohio:

Innovation Ohio is a dynamic and forward-thinking organization dedicated to driving positive change and progress in Ohio. Committed to innovation, collaboration, and community impact, we work at the intersection of policy, advocacy, and strategic initiatives to create a brighter future for all Ohioans.

Job Overview:

Innovation Ohio is seeking a highly skilled and motivated individual to serve as Chief of Staff. As a key leadership position within the organization, the Chief of Staff will work closely with the Executive Director and senior leadership to drive strategic initiatives, streamline operations, and foster a culture of excellence. The successful candidate will play a pivotal role in advancing our mission, building strong relationships, and ensuring the effective execution of organizational priorities.

Key Responsibilities:

Strategic Planning and Implementation:

- Collaborate with the President and CEO to develop and execute strategic plans that align with the organization's mission and vision.
- Oversee the implementation of key initiatives, ensuring timely and successful completion.

Operational Leadership:

- Streamline organizational processes and procedures to enhance efficiency and effectiveness.
- Work closely with department heads to ensure alignment of goals and priorities across teams.

Stakeholder Engagement:

- Build and maintain strong relationships with external partners, government officials, and key stakeholders.
- Represent Innovation Ohio at events, meetings, and conferences, fostering a positive and collaborative image.

Team Leadership and Development:

- Provide leadership, guidance, and support to the organization's staff, promoting a culture of collaboration, accountability, and innovation.
- Identify professional development opportunities and mentorship programs for team members.

Communications and Public Relations:

- Work closely with the Communications team to ensure consistent messaging and effective communication strategies.
- Serve as a spokesperson for the organization as needed.

Board Relations and Development

- Schedule and staff quarterly board meetings
- Maintain regular communication with board members as it relates to organizational updates
- Develop and maintain meeting minutes and agendas
- Draft and collaborate with CEO on quarterly and yearly budget objectives and goals

Qualifications:

- Proven experience in a senior leadership role, preferably as a Chief of Staff or in a similar capacity.
- Strong strategic thinking and planning skills.
- Excellent interpersonal, communication, and relationship-building abilities.
- Demonstrated experience in stakeholder engagement and public relations.
- Ability to work collaboratively in a fast-paced and dynamic environment.
- Understanding of Ohio's political landscape

Salary and Benefits Description

\$75,000 - \$85,000. This includes health, dental, and paid vacation days.

How to Apply:

Interested candidates should submit a resume, a letter describing your interest, and professional references to jobs@innovationohio.org. Please use the subject line "Chief of Staff Application - [Your Name]" in your email.

Innovation Ohio is an equal opportunity employer. We encourage individuals from diverse backgrounds and experiences to apply.