

Subject: OLBC

The OLBC is seeking an Executive Director!

The Ohio Legislative Black Caucus (OLBC) is seeking an Executive Director. The OLBC offers a great work environment, excellent benefits and a salary that is commensurate with experience. Interested applicants should email a cover letter and resume to [OLBC1967@gmail.com](mailto:OLBC1967@gmail.com) by Friday, January 21st, 2011. Additional information is below. No phone calls please.

2. PERFORMANCE OF DUTIES. Employee agrees to perform a work week of forty (40) hours and additional hours, as necessary, to perform the daily duties and operations of the office. Employee agrees to perform the following duties for OLBC:

2.1 In coordination with the President of the OLBC and OLBC membership, develop the policy agenda for OLBC, promote such agenda and assist members in the promotion of the policy agenda

2.2 Plan, implement, coordinate and execute the annual functions of the African American Legislative Day Luncheon, Convention/Annual Policy Prevention Conference, Annual Golf Outing and legislative trade mission trips

2.3 Oversee and execute fundraising duties of OLBC.

2.4 Produce a quarterly OLBC newsletter

2.5 Create and manage a communications plan for the development of the State of Black Ohio Report

2.6 Oversee, coordinate and implement media and print coverage for OLBC and where appropriate, OLBC members

2.7 Coordinate the redevelopment and maintenance of the OLBC website

2.8 Oversee the creation and assist in the development of new OLBC chapters and assist in coordinating the functions of OLBC chapters

2.9 Maintain accurate records of expenditures for OLBC

2.10 Oversee and report activity of the OLBC to the Secretary of State, Internal Revenue Service and Ohio State Auditor

2.11 Attend weekly staff meetings of the Ohio Democratic Party (ODP), or as needed

Employee also agrees to perform the following duties for the Foundation:

2.1 Oversee and execute fundraising duties of the Foundation.

2.2 Coordinate the redevelopment and maintenance of the Foundation website

2.3 Plan, implement, coordinate and execute the creation of a Labor Roundtable

2.4 Write grants to support the Foundation projects

2.5 Maintain accurate records of expenditures for the Foundation

2.6 Oversee and report activity of the Foundation to the Secretary

Greg Schultz

State Director, Ohio

Organizing for America

[schultzg@dnc.org](mailto:schultzg@dnc.org)

P. 614.313.5051

F. 202.350.6028