



**Job Title: Managing Director of Operations, Strategy, and Impact**

**Location:** Ohio Remote/Hybrid

**Compensation:** \$5,000 – \$5,750 monthly

**Reports To:** President & CEO, OLBCF

**About OLBCF**

The Ohio Legislative Black Caucus Foundation (OLBCF) is Ohio's leading Black think tank, committed to advancing equity, justice, and opportunity for Black communities across the state. For over 30 years, we've driven policy change, challenged systemic barriers, and empowered Black Ohioans to thrive.

As a trusted Black policy institute, OLBCF combines data, community insight, and strategic policy work to create real, lasting change. We work at the intersection of public policy, civic engagement, and Black advancement across Ohio.

**The Opportunity:**

The Managing Director of Operations, Strategy, and Impact is a senior leadership position at the Ohio Legislative Black Caucus Foundation (OLBCF), reporting directly to the President & CEO. This role is designed for a leader who will serve as a strategic partner in advancing OLBCF's mission and strengthening the internal infrastructure of the organization.

The Managing Director will oversee day-to-day operations, supervise staff, support program and policy implementation, and contribute to development and fundraising efforts. This role requires someone who can manage people and systems with clarity, establish operational consistency, and ensure that all work aligns with OLBCF's strategic goals.

The ideal candidate is an experienced leader, value-driven professional with a strong background in organizational management, a deep understanding of mission-centered work, and the ability to lead with accountability and integrity. A working knowledge of Ohio's political landscape and policy environment is essential to succeed in this role.

**Key Responsibilities:**

**Organizational Leadership & Strategy**

- Work in direct partnership with the President & CEO to support high-level planning, decision-making, and alignment with OLBCF's long-term vision
- Translate strategic goals into clear operational plans, timelines, and internal systems that support growth and impact
- Identify organizational needs, risks, and improvement opportunities across departments—and implement practical, measurable solutions

**Staff Management & Internal Operations**

- Directly supervise OLBCF's staff, contractors, and consultants to ensure deliverables are received on time, within scope, and aligned with the mission

- Create and manage performance review systems, individual work plans, and professional development support
- Foster a culture of clear communication, mutual accountability, and collaborative leadership across the organization

### ***Program & Policy Oversight***

- Support the execution of OLBCF's core programs, policy initiatives, and civic engagement efforts across the state
- Ensure that programmatic work aligns with strategic goals, community needs, and funder expectations

### ***Grant Writing & Fund Development***

- Assist in writing and editing grant proposals, interim and final reports, and other development materials
- Track grant deadlines, deliverables, and compliance measures in coordination with the CEO and partners
- Contribute to fund development strategy by identifying opportunities for institutional growth and resource alignment

### ***Board Support & Engagement***

- Prepare financial updates, organizational progress reports, and executive summaries for board review
- Support the CEO in maintaining clear, consistent communication with board leadership and ensuring OLBCF's governance processes are transparent and effective

### ***Qualifications:***

- A mission-aligned leader with at least 7 years of experience in nonprofit, public policy, government or advocacy leadership space
- A clear communicator with a strong understanding of internal systems, performance management, and team development
- Experienced in advancing racial equity and justice through policy, strategy, and organizational leadership
- Able to translate ideas and vision into effective operations, measurable goals, and sustainable systems
- Willingness to travel throughout Ohio for meetings, events, conferences...etc
- Skilled at navigating complexity and working across diverse teams and stakeholders with professionalism and care
- Familiar with the Ohio political landscape, and how public policy, community engagement, and data-driven strategy intersect across the state
- Grounded, dependable, and consistently present demonstrating a strong sense of responsibility to the work and the communities OLBCF serves
- Able to work in a remote environment and be accountable and productive

### ***Estimated Time Allocation***

While responsibilities may shift based on organizational needs, the Managing Director is expected to focus their time on the following key areas:

- Organizational Leadership & Team Management – 50%
- Program & Policy Implementation – 15%
- Grant Writing & Development Support – 25%
- Board Relations & Strategic Support – 5%

***To Apply:*** Please send your resume, statement of interest, and a writing sample to and a brief cover letter to **Shayla L. Davis, President and CEO** [president@olbcfoundation.org](mailto:president@olbcfoundation.org) by **May 15, 2025**.