**Marketing & Communications Manager**

The Ohio State Bar Foundation is seeking a Marketing & Communications Manager. The qualified candidate will contribute their talents to a statewide grantmaking organization with a mission of educating the public about the rule of law and working to build a better justice system.

The Marketing & Communications Manager is primarily responsible for the execution of marketing and communications for the Ohio State Bar Foundation (OSBF). The manager will work with the Director of Development and PR and the rest of staff to develop content for all OSBF communications, including newsletters, Annual Report, the website, social media updates, giving campaigns, and more. The manager will broadcast our efforts to empower nonprofits striving to improve the justice system throughout Ohio. The position will, at the direction of the Director of Development and PR, work both remotely and in-office.

A successful candidate should have the following experience:

**Qualifications**

• Bachelor’s degree in communications, journalism, public relations, marketing or related field.

• Three to five years of relevant communications and/or marketing experience.

• Outstanding written communications skills including experience preparing press releases, news articles., presentations and other content.

• Demonstrated record of creating and maintaining a strong social media presence.

• Experience assisting with the creation and execution of innovative strategic communications and/or media outreach plans for a range of projects, initiatives and campaigns.

• Strong technology skills, including knowledge of Microsoft Office products and email distribution software (Constant Contact).

• Experience with donor information software, particularly Raiser’s Edge, desirable.

**Duties and Responsibilities**

• Coordinates and writes content for all OSBF communications, including newsletters, press releases, Annual Report, the website, email blasts, and social media updates and campaigns. Assists in development and execution of communications calendar throughout the year. Serves as project manager with external designers to coordinate print and digital publications, as well as special event signage and other material.

• Reports to and works closely with the Director of Development and PR to support and integrate donor communications and fundraising messages, including stewardship and donor recognition.

• Assists the Director of Development and PR with planning an annual communication budget and keeps expenses within this budget.

• Monitors online news and social media for breaking stories, developments in or related to the improvement of the Ohio justice system to generate OSBF mission-related conversation on social media. Assists Executive Director in creating and maintaining a substantial a social media presence.

• Identifies opportunities to promote public awareness of OSBF and its mission, programs, and grantees (media coverage, feature articles, interviews, presentations, special events, online presence, etc.). Tracks Ohio media and the legal community to identify opportunities to educate and inform about the OSBF. Creates and supports relationships with representatives from the media.

• Collaborates with relevant Ohio State Bar Association staff to facilitate shared knowledge of OSBF activities and achievements to effectively reach target audiences.

The Foundation is an Equal Opportunity Employer and encourages a diverse environment. The OSBF does not discriminate on the basis of race, religion, color, gender, age, national origin, sexual orientation, veteran status or physical or mental disability. **To be considered send resume and cover letter along with salary requirements**to: Kelly Adams, Ohio State Bar Association, 1700 Lake Shore Drive, PO Box 16562, Columbus, Ohio 43216-6562. No third parties or phone calls please.