



Ohio Legislative Black Caucus Foundation

JOB POSTING ANNOUNCEMENT

OHIO LEGISLATIVE BLACK CAUCUS FOUNDATION, INC. SEEKS PRESIDENT & CEO

The OLBC Foundation, Inc., an Ohio non-profit, charitable corporation under Section 501c(3) of the Internal Revenue Code, is soliciting applications from qualified applicants or independent contractors to fulfill the role of President & CEO of the Foundation. The Foundation, in existence since 1994, is solely a charitable organization and does not engage in political activity of any kind.

The primary duties would be fundraising, both one-on-one and through events, and administrative functions. The Foundation has a historical donor list and desires to expand its donor base. The ideal candidate should have prior experience in one-on-one fundraising and event planning, be personable, an effective verbal and written communicator, and prompt with follow-through. Administrative duties would center on convening Board of Directors and other committee meetings, preparing meeting minutes, updating the Foundation website as necessary, returning emails from persons seeking information regarding the Foundation, and assistance in awarding grants and donations as authorized by the board. Compensation will be a flat monthly amount and based on experience.

Interested applicants should submit a resume by close of business on September 22, 2023 to: office@olbcfoundation.org. For questions, applicants may also contact: dclay@shumakeradvisors.com