

**JOB DESCRIPTION
EXECUTIVE DIRECTOR
Ohioans to Stop Executions (OTSE)**

Position Title: Executive Director
Reports to: Board Co-Chairs (on behalf of Board of Directors)
Compensation: \$90,000-\$100,000 depending on experience, and a benefits package that includes health insurance or a monthly pre-tax stipend toward the purchase of a health insurance plan, and 4 weeks of paid time off plus federal holidays.
Status: Full Time, Exempt
Location: Ohio (Fully Remote)

Ohioans to Stop Executions (OTSE), a state-wide non-profit organization working to end the death penalty in Ohio, seeks to hire an Executive Director to lead our organization at a time of tremendous momentum and opportunity. We are currently focused on passing bipartisan repeal legislation in the Ohio State Legislature through the multifaceted, strategic No Death Penalty Ohio campaign.

As the organizational leader of the No Death Penalty Ohio campaign, OTSE requires an Executive Director who can work across political spectrums, is comfortable and effective when interacting with state legislators and other government leaders, and appreciates the power of grassroots voices to bring about change. This work is highly relational and includes building and leveraging OTSE's existing network, which includes murder victims' family members and other survivors of violent crime, law enforcement professionals, families of the incarcerated, and persons who have been exonerated from death row.

OTSE's Executive Director will be responsible for the overall strategic management of the organization, including setting and implementing the organization's strategic plan as developed with the Board of Directors, directing fundraising efforts, and fostering relationships with stakeholders, including donors, board members, and the community. Effective communication and leadership are essential for success in this role.

We are looking for someone with an organizer's instincts, a leader's ability to motivate, and a campaign coordinator's ability to prioritize and direct.

The Executive Director reports directly to the Board of Directors through the Co-Chairs. All members of the staff report to the Executive Director. This is a fully remote position that can be located anywhere in Ohio. Hours are somewhat flexible, though most work will be done during regular business hours. The work of a campaign is fast paced, and will require occasional work after business hours, including some weekends, and some travel.

Duties (partial list)

- Coordinates and leads the No Death Penalty Ohio strategic campaign to enact death penalty repeal legislation.
- Develops, implements, and ensures coordination of the No Death Penalty Ohio's strategic plan, which includes advocacy, communications, and organizing.
- Develops relationships and partnerships with local, state, and national organizations doing criminal justice and racial equity work in OH and mobilizes them for action.
- Manages staff and contractors.

- Communicates effectively with OTSE's Board of Directors to ensure responsible and effective administration of OTSE's operations.
- With the Board of Directors and OTSE support staff and consultants, co-manages operations, including budget preparation and hiring, and fundraising activities.
- Directs the development of written materials, including briefing documents, fact sheets, etc.

Skills and Qualifications: The ideal candidate will have a commitment to ending the death penalty and to racial justice and:

- Extensive knowledge of the components and strategies necessary to drive a policy campaign.
- Knowledge of Ohio's political landscape and legislative actors, and familiarity with the legislative process.
- Ability to juggle multiple projects, meet deadlines, keep things moving, and maintain attention to detail. Ability to work independently and as a leader of a team.
- Outstanding interpersonal communication, networking, and social skills; ability to connect authentically with diverse groups of people, especially across political and religious ideologies.
- Strong writing and oral communication skills.
- Experience and comfort speaking with the media, and developing media strategies
- Ability to convey a vision of OTSE's strategic future to staff, board, volunteers and donors.
- Experience with budget preparation, analysis, and reporting is a plus.
- Knowledge of fundraising strategies and donor relations is a plus.

Applicants should send a cover letter detailing interest, as well as a resume and the names of two professional references to jobs@otse.org. Applications received July 26 will be reviewed first and applications will be accepted until the position is filled. No phone calls please.

OTSE is committed to building an organizational culture of racial equity in all aspects of our work, from public education and organizing to communications and advocacy. At all times we prioritize protecting the humanity of persons impacted by the death penalty and the criminal legal system and contributing to the national momentum for repeal.

OTSE is an equal opportunity employer, and we welcome qualified applicants regardless of race, religion, gender identity, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.