



## ***Job Opening***

# **Development and Engagement Manager**

**Apply by:** Friday, October 31, 2025

**Location:** Columbus, Ohio (Hybrid Work Schedule)

**Job Type:** Full-time | Exempt

**Salary Range:** \$72,500 – \$77,500 annually

**Reports To:** Executive Director

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## **Who We Are**

The **Ohio State Bar Foundation (OSBF)** promotes philanthropy and service to create a more just and equitable legal system for all Ohioans. As the largest bar foundation in the United States, OSBF provides grants and supports programs addressing gaps in the legal system, celebrates attorneys who give back, and unites legal professionals who believe in our mission.

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## **Job Summary**

The **Development and Engagement Manager** will lead OSBF's advancement in fundraising, donor and partner engagement, and communications strategies. This role strengthens donor and partner relationships, enhances OSBF's visibility, and supports our grantmaking and Fellows programs through storytelling, events, and stewardship initiatives.

This is a high-impact opportunity for a relationship-builder and self-starter who thrives in donor development, communications, nonprofit strategy, and event management while being hands-on in execution. The role requires periodic travel within Ohio to meet with donors, partners, and Fellows, as well as to support OSBF events.

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## **Key Responsibilities *(including but not limited to the following)***

- **Development & Fundraising** – Lead annual fundraising strategies, donor cultivation, stewardship programs, and track progress with leadership.

- **Stakeholder & Community Engagement** – Serve as liaison to OSBF Life Fellows, support service projects, manage OSBF Fellows engagement and events, and deepen connections to OSBF's mission.
  - **Communications & Events** – Partner with Marketing & Communications Manager to craft donor content, share fellow achievements, and support recognition and engagement events. Manage and oversee execution of events on the day of, including directing event set-up and take down, staff coordination, and organizing vendors.
  - **Travel** – Represent OSBF at donor meetings, community events, and Fellows' activities throughout Ohio. Travel will be required, including some evenings and weekends, to successfully carry out the responsibilities of the position.
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## What We're Looking For

- Bachelor's degree in Nonprofit Management, Communications, Public Relations, or related field.
  - 3–5 years' experience in nonprofit fundraising, donor engagement, relationship management, event planning and mission-driven communications.
  - Proven success in donor stewardship and campaign implementation.
  - Proven experience in planning, managing, and executing events of varying sizes.
  - Familiarity with donor databases (e.g., Blackbaud Raiser's Edge) or CRM systems.
  - Strong communication, organizational and project management skills.
  - Flexibility to travel throughout Ohio and work occasional evenings and weekends.
  - Knowledge of Ohio's legal or philanthropic landscape is a plus.
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## Top Benefits

- Hybrid workplace model.
  - Comprehensive benefits package, including annual HSA deposit and HRA reimbursement equal to deductible.
  - 28 PTO days, 2 floating holidays, and 10 federal holidays.
  - 401(k) plan.
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## To Apply

Submit a resume and cover letter to **Michele Mitchell, Chief of Staff**, at [mmitchell@osbf.org](mailto:mmitchell@osbf.org).  
*No phone calls, please.*

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*The Ohio State Bar Foundation is committed to **diversity, equity, and inclusion** and is proud to be an **equal opportunity employer**.*