



## Job Opening

### MARKETING & COMMUNICATIONS MANAGER

*Apply by: Friday, October 17, 2025*

**REPORTS TO:** Executive Director

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

**JOB TYPE:** Full-time | Exempt

**SALARY RANGE:** \$70,000 - \$75,000/annually

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### WHO WE ARE

The OSBF seeks to promote philanthropy and encourage service to create a more just and equitable legal system for all Ohioans. As the largest bar foundation in the United States, OSBF gives grants and supports programs that address specific shortcomings in our legal system, honors the accomplishments of attorneys who give back to their communities, and brings together attorneys across the state who support OSBF's mission.

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### JOB SUMMARY

The Marketing and Communications Manager is responsible for developing and executing effective communications strategies that enhance the visibility, reputation, and impact of the Ohio State Bar Foundation. We are looking for a dynamic, mission-driven communicator who thrives in a collaborative environment and can translate complex ideas into clear, compelling messages. This role will manage all aspects of the Foundation's marketing, public relations, digital presence, social media, event promotion, and brand consistency.

The successful candidate will be a skilled storyteller with a strong command of content creation, design oversight, media relations, and digital engagement.

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## WHAT WE ARE LOOKING FOR:

- Bachelor's degree, preferred to be in Communications, Marketing, Public Relations, or a related field
  - Minimum of 3 years of experience in a marketing and/or communications role
  - Exceptional written and verbal communication skills, including editing and proofreading
  - Proficiency with digital marketing tools and platforms, including email marketing, website CMS (WordPress preferred), and social media management
  - Experience with graphic design tools such as Canva, Adobe Creative Suite, or similar
  - Ability to manage multiple projects and deadlines with strong attention to detail
  - Experience working in the nonprofit sector is a plus
  - Strong understanding of brand consistency and audience engagement
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## TOP BENEFITS

As a team member at Ohio State Bar Foundation, a few incentives you'll enjoy:

- Hybrid workplace model
  - Comprehensive benefits package (*includes an annual HSA deposit and HRA reimbursement equivalent to employee's health plan deductible*)
  - 28 PTO days, 2 Floating Holidays and 10 federal holidays off
  - 401(k) Plan
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## TO APPLY

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