



FELLOWS & AWARDS PROGRAM MANAGER – FULL TIME

Apply by: 8.7.26

REPORTS TO: Executive Director

LOCATION: Columbus, Ohio (Hybrid Work Schedule)

JOB TYPE: Full-time | Exempt

SALARY RANGE: \$77,500-\$82,500

WHO WE ARE

The Ohio State Bar Foundation recognizes the unique role of legal professionals in promoting trust in the rule of law, advances justice and civic engagement through service and philanthropy. 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.

JOB SUMMARY

The Fellows and Awards Manager is responsible for planning, executing, and continuously improving the Ohio State Bar Foundation's Fellows Program and statewide awards portfolio. The Manager oversees the full Fellows program experience—from recruitment and selection through the 10-month program, including orientation, class activities, experiential learning sessions, and induction—ensuring meaningful engagement and strong fellowship among participants. The role serves as liaison to the Membership Committee, which guides the program to ensure alignment with our mission, pillars, and strategic plan.

The role also administers the Foundation's prestigious statewide awards, supporting the Awards Committees in identifying and recognizing attorneys and organizations that exemplify professionalism, integrity, community service, and impact. Responsibilities include managing nominations, facilitating committee processes, coordinating

communication with honorees, and ensuring a seamless, high-quality experience as award recipients are publicly recognized.

The successful candidate will be relationship-centered, exceptionally organized, and skilled at creating engaging program experiences. This individual will bring creativity, professionalism, and strong communication skills.

WHAT WE ARE LOOKING FOR:

- Bachelor's degree, preferred to be in communications, public relations, nonprofit management, public administration, education, event management, or a related field. Equivalent experience will be considered.
 - Minimum of 3 years of experience in program coordination, event planning, volunteer or membership engagement, committee support, or related roles that require project management and relationship building.
 - Strong organizational and time-management skills, with the ability to manage multiple projects and deadlines.
 - Excellent written and verbal communication skills, with the ability to engage with attorneys, volunteers, and community partners.
 - Demonstrated ability to plan and execute events, meetings, or learning experiences.
 - High attention to detail with commitment to delivering accurate, high-quality work.
 - Ability to build and maintain positive professional relationships across diverse groups.
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TOP BENEFITS

As a team member at Ohio State Bar Foundation, 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.