



## **Employment Opportunity**

### **The Management Council of the Ohio Education Computer Network**

Seeks: Business Development and Government Relations Specialist

Effective: January 19, 2022; Application Deadline: February 11, 2022

The Management Council of the Ohio Education Computer Network seeks an innovative and enthusiastic individual to join our Stakeholder Engagement team. The Stakeholder Engagement team acts as an interface between Information Technology Centers (ITCs) and local governmental entities outside the traditional K12 environment. The Business Development and Government Relations Specialist will develop and implement business opportunities and a government affairs strategy that advances the Management Council's mission and goals with local, regional, and state elected officials regarding funding, broadband, and cybersecurity.

The successful candidate will be current with industry tools, standards, and practices, including experience planning and executing a comprehensive, proactive, government affairs strategy, as well as other business opportunities. The ideal candidate will have experience in identifying potential governmental partners, determining the partner's IT needs, ascertaining which services to provide, building the relationship between the organization and partnering entity, and supporting the development of an ongoing business relationship. This position requires a lobbying license from the State of Ohio, which the Management Council will help to obtain.

#### **Desired Qualifications:**

- Bachelor's degree or higher.
- Three to five years business development and three to five years government relations experience preferred.
- Lobbying license from the State of Ohio or the ability to qualify for one.
- Proficiency in Microsoft Office.
- Excellent written and oral communications skills.
- Strong relationship buildings and organizational skills, both analytical and problem solving.
- Ability to work on multiple projects simultaneously.

The position requires occasional overnight travel throughout the State of Ohio. This full-time position includes an excellent benefits package along with a salary commensurate with education, experience, and the successful candidate's potential for excellence. The anticipated salary range is \$66,000 to \$84,000 per year.

The position description is below and is available on <https://www.managementcouncil.org/who-we-are/careers/> while this opportunity is open. Interested professionals should submit a cover letter and current resume by 4:00 pm on February 11, 2022 to: Greg Buddelmeyer ([HR@managementcouncil.org](mailto:HR@managementcouncil.org)).

*The Management Council reserves the right to fill the position prior to the application deadline and to not fill or to repost the position if a successful candidate is not selected. Every consideration will be given to underrepresented and nontraditional candidates. The Management Council does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors.*

#### **About the Management Council and the Ohio Education Computer Network**

Ohio's Information Technology Centers (ITCs) work together through a statewide network known as the Ohio Education Computer Network (OECN). The Management Council coordinates and supports the collaborative efforts of the OECN, which implements a broad spectrum of academic and administrative technologies across Ohio's PreK-12 education system. While the ITCs and the Management Council are the key components of the OECN, other organizations collaborate in the OECN, including the Ohio Department of Education and OARnet. Ohio district and school customers are the primary beneficiaries of the system of services and support from organizations of the OECN.



## **Job Description**

### **Business Development and Government Relations Specialist**

### **Management Council of Ohio Education Computer Network**

**Reports To:** Director of Marketing and Communications

**Overview:** Serves as an interface between Information Technology Centers (ITCs) and local governmental entities outside of the traditional K12 environment. Identifies potential partners, determines their IT needs, introduces the regional ITC, and supports the development of an ongoing business relationship between the ITC and governmental entity. Plans and executes a comprehensive, proactive government affairs strategy that advances the Management Council's mission and goals with local, regional, and state elected officials. Serves as the principal liaison to elected officials at all levels.

#### **Specific Duties:**

1. Helps ITCs build market position by locating, developing, defining, and closing business relationships.
2. Locates or proposes potential business deals by contacting potential partners.
3. Promotes services addressing or predicting partners' objectives.
4. Build long-term relationships with new and existing partners and government officials.
5. In collaboration with Director of Marketing and Communications, develops and manages Management Council strategy for strengthening relationships with elected officials and government agencies, increasing their understanding of and support for the Management Council and Ohio's Information Technology Centers.
6. Works with Director of Marketing and Communications to identify priority legislative and government relations issues and to develop advocacy materials such as talking points, legislative summaries, factsheets, testimony, reports, letters, public relations materials, and social media.
7. Monitors legislation and policy activities, updates and advises about relevant policy proposals and actions, and analyzes potential impact to the Management Council and/or Ohio's Information Technology Centers.
8. Performs other relevant duties as may be assigned by the Director.

#### **Core Principles**

1. Performs as a reliable and effective member of the Management Council Team.
2. Conducts all work in a professional manner through excellent interpersonal skills, effective communication, courteous manners, a positive attitude, and cooperative demeanor.
3. Participates in on-going professional development as stipulated by the Management Council.
4. Remains free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment with the Management Council.
5. Demonstrates professional ethical behavior and serve as an appropriate representative of the Management Council.
6. Adheres to all the rules and regulations of the Management Council and the State of Ohio.
7. Handles sensitive information with integrity and confidentiality.

**Typical Performance Measures:**

1. Performs job duties in a consistently high manner.
2. Participates in team meetings, professional development, and other collaborative activities.
3. Demonstrates willingness to provide skills, expertise, and experience in support of team members and Management Council staff.
4. Volunteers to lead or serve on projects of the Management Council or ITCs.
5. Displays a positive attitude and is considerate and professional in sharing ideas and discussing ideas proposed by others.
6. Meets or exceeds any standard benchmarks available for evaluation of performance.

**Qualifications:**

1. Bachelor's degree preferred. Three to five years business development experience preferred. Three to five years government relations experience preferred.
2. Proficiency required in Microsoft Office and use of office management systems and procedures as well as web conferencing software and meeting presentation systems.
3. Strong relationship building skills.
4. Ability to work on multiple projects simultaneously, manage multiple tasks simultaneously, and meet established deadlines.
5. Exceptional internal and external customer service skills, over the phone, by email, and in person.
6. Resourcefulness and ability to work in a fast-paced environment with strong attention to detail.
7. Ability to lift and transport items weighing up to 50 pounds.
8. Ability to occasionally drive and travel throughout Ohio.

**Position Status:**

1. This has been determined to be a non-exempt position under the Fair Labor Standards Act.
2. This is a 12-month position and is evaluated annually.