



Ohio State Bar Foundation



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About Ohio State Bar Foundation

The Ohio State Bar Foundation (OSBF) is a 501(c)3 public charity and a membership organization of more than 1000 attorneys and judges dedicated to the pursuit of justice and the public understanding of the rule of law as the philanthropic arm of the Ohio State Bar Association (OSBA).

The Foundation is the recognized forum for civic-minded lawyers in Ohio. The Foundation awards grants, provides service opportunities to lawyers and recognizes excellence in the legal profession. Since 1973, the OSBF Fellows program has honored distinguished attorneys who are civic-minded. Fellows are engaged in the Foundation through service opportunities during a calendar year. Fellows are chosen because of their accomplished records as attorneys. They generously dedicate both their time and money to improve the law.

In addition to the Fellows program, the foundation has been an active grant maker in support of its mission. Overtime, dividends from two organizations related to the OSBA provided the majority of the corpus for the Foundation. With positive investment growth and continued development activity, the corpus has now grown to the largest bar foundation in the nation with over \$34 million in assets.

As a result of this collaborative work, over the last 23 years the OSBF has granted over \$11 million in support of this mission across the State of Ohio. Of particular note is the foundation's grants totaling over \$4 million to the Law and Leadership Institute since 2009 in support of broadening future diversity of the bar.

In all of its initiatives, the Foundation strives to be a catalyst, convener and collaborator to perpetuate and fulfill the Foundation's mission.



Introduction of the Opportunity

The OSBF seeks a partner to strategically lead the membership and its Board of Trustees in the fulfillment of its mission: the pursuit of justice and the public understanding of the law. With a passion for this mission and professional demeanor, the Executive Director will guide the board to consensus on a strategic plan that will align to the mission and envision proactive, multiyear development and grant making strategies that both grow its corpus and provide for grant awards. In addition, as the consistent voice of the organization, the director will craft communications to build relationships to grow membership in its Fellows program and participation in its awards events. Key to this will be the development of direct service opportunities for Fellows in service of the mission. The Executive Director will also foster and grow the relationship with its partner, the OSBA, through consistent and thoughtful communications describing the impactful outcomes to its 28,000 members connecting them to the mission as well.

The ideal candidate has demonstrated a successful career track record in a foundation environment. Experience working with a volunteer board, managing staff, budgeting and planning is required.

Reporting Relationships

The Executive Director will report to the Board of Trustees of the Foundation and manages the day-to-day operations of the Foundation. The OSBF Executive Director supervises the staff including the Director of Donor Relations, Database Administrator, Program and Event Manager, Grants and Communications Specialist, and Administrative Assistant. In addition, the Executive Director has a reporting relationship to the Executive Director of the OSBA.

Essential Responsibilities

Strategic Foundation Management

Lead and build the foundation. Manage staff and guide the board in a strategic manner in all aspects of foundation responsibility: resource development, donor relations, grant making, programs, awards, and reporting.

- Lead strategic and annual planning for the Foundation in partnership with the Board of Trustees, Officers, Executive Committee, and other Board Committees.
- Provide administrative supervision and direction to the Foundation staff in driving toward the achievement of the goals and objectives of the Foundation.
- Develop policies to advance the mission of the Foundation with the OSBF Board of Trustees. Work with Officers, Executive Committee, and Board Committees to implement policies.
- Ensure the fiscal integrity of the Foundation with the Audit and Finance Committee.
- Determine and recommend appropriate alignment of resources.
- Serve as a role model for Foundation team, demonstrating best practices and exhibiting a high degree of integrity when interacting with all internal and external constituents.
- Develop team competencies through appropriate on the job training and through encouraging team members to attend relevant conferences and workshops.
- Direct the work of the Foundation in achieving annual development targets including annual giving and Fellows membership.
- Implement a strategic grant making plan to leverage multiyear grants in alignment with foundation objectives
- Evaluate the effectiveness of foundation activities and recommend changes and/or take corrective action when appropriate to achieve foundation objectives.

Convene and Connect

Convene, affirm, and then communicate clarity related to the organization's role and relevance. Create greater connectivity amongst constituent groups (donors, staff, board members and membership) to each other and the impact of the foundation as the charitable arm of the OSBA.

- Clarify and communicate a strategy and vision for the OSBF that aligns with the broader strategic goals of the OSBA.
- Serve as a collaborative leader, influencing both internal and external stakeholders to help drive the mission of the Foundation.
- Promote strong relationships between the OSBF and the OSBA, and its related entities, and their respective Boards, Officers, Committees, and staff, as well as the courts and the legal community, to further and promote their respective missions, and to enhance the relationship between the OSBF and OSBA, and its related entities.
- Formulate and recommend long-range fund development strategies, programs and activities and implement in alignment with a strategic grant-making program to meet the goals of the OSBF.



Represent and Educate

Be the consistent face and voice of the foundation to increase understanding and awareness through education and diplomatic influence.

- Promote the pursuit of justice and the public understanding of the rule of law.
- Serve the OSBF as a key leadership representative to the legal community, advocating for the organization in donor meetings, key external meetings and presentations.
- Continually educate and inform the membership about the mission of the foundation and the impactful outcomes of its grant-making and awards programs.
- Identify, cultivate and solicit donor prospects by representing OSBF. Maintain regular contact with current and potential prospects to strengthen their OSBF relationship and enhance connection to the mission.
- Enhance OSBF visibility, reputation and awareness with OSBA membership and externally with the broader community.
- Implement investment policies with financial advisors, and provide information and support to independent auditors for annual audit and preparation of Form 990 to instill donor confidence and as a requirement of good stewardship.

Key Qualifications, Competencies and Desired Attributes

The ideal candidate will have passion for the mission of the organization and demonstrate a sophisticated and innovative approach to leading a foundation office. This leader will demonstrate confidence, emotional maturity, a collaborative spirit and a level of professionalism that inspires and motivates fellows. An active listener, the director will convene relevant parties through influence and persuasion to build consensus.

Qualifications

- Bachelor's degree required and seven to ten years in a foundation preferred; professional association or nonprofit organization experience considered as well.
- Demonstrated history of accomplishment achieved through diplomatic navigation within complex organizations.
- Experience in delegating, managing, and inspiring a team to exceed expectations.
- Significant track record of demonstrated financial acumen related to planning, budgeting, and reporting.
- Strong written and oral communication combined with strong interpersonal skills.
- Outward commitment and accountability to integrity and professionalism in service of constituents.
- Status as a Certified Fund Raising Executive (CFRE) is beneficial.
- Specific knowledge of regulatory laws governing foundations and implications for development and grant making activities.
- Working knowledge of relevant computer programs.
- Capacity and capability to work collaboratively with strong personalities and build consensus.
- Entrepreneurial spirit exhibited by self-starter initiative and complemented by orientation to detail.

Leadership Competencies

Influence and Persuasion

Uses tact when expressing ideas or opinion; responds to objections; exhibits a "can-do" approach and inspires employees to excel; uses healthy competition to encourage others; develops performance standards and addresses negative attitudes; develops a clear team spirit.

Leadership and Vision

Can inspire and motivate entire departments or teams; is charismatic; creates a compelling and inspired vision and sense of core purpose; is future oriented and sees beyond today; communicates vision in a way that inspires others; sets an example for co-workers and empowers employees; advocates innovative ideas even when risk is involved; identifies long-term goals and invests appropriate resources as needed; optimistic and sees possibilities where other do not.

Peer and Staff Relationships

Quickly finds common ground and solves problems for the good of all; represents his/her own interests and yet is fair to other groups; solves problems with peers with minimum noise; seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; creates strong morale and spirit in his/her team; shares wins and successes; fosters open dialogue; provides opportunities for the team to be visible to senior management; acts as if real success is the success of the whole team.

Strategic Agility

Sees ahead clearly; anticipates future consequences and trends accurately; has broad knowledge and perspective; articulately paints credible pictures and vision of possibilities and likelihoods; creates competitive and innovative strategies and plans; maneuvers complex political situations effectively and quietly; sensitive to how people and organizations function; anticipates where the land mines are and plans his/her approach accordingly; views company politics as a necessary part of organizational life and works to adjust to that reality.

Direction and Development of Staff

Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results appropriately; delivers timely and objective feedback on accomplishments; clearly and comfortably delegates both routine and important tasks and decisions appropriately; broadly shares both responsibility and accountability; provides challenging development plans and executes them; provides 'actionable' positive and corrective feedback to others; faces up to people problems quickly and directly; is not afraid to take constructive action when necessary.



Desired Attributes

- Relationship builder
- Collaborator
- Authentic
- Listener
- Convener
- Visionary
- Strategic
- Communicator
- Trust builder
- Thought leader
- Humble
- Connector
- Influencer
- Innovation
- Relatable
- Professional
- Accurate
- Engaging
- Respected
- Consensus builder
- Passion for the mission
- Credible
- Agile
- Proactive
- Servant leader
- Likable



Board of Trustees

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Search Committee

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Ohio State Bar Association Executive Director Serving Ex-Officio Mary Amos Augsburg Columbus, Ohio	Trustee J. Kris Burkett Burkett & Sanders, Inc. Newark, OH	OSBF & OSBA Past President Steve E. Chappelle Frost Brown Todd Columbus, Ohio
Trustee Mark Kitrick Kitrick, Lewis & Harris Co., LPA Columbus, Ohio		

Columbus: Find it Here



Columbus, one of the fastest growing cities in the country, offers the amenities of a big city with the accessibility, charm and community of a small town. As the 15th largest city in the country, right behind San Francisco, Columbus boasts renowned culinary, fashion, music and entertainment scenes, exciting collegiate and professional sports and a vibrant, entrepreneurial spirit. With a burgeoning downtown and a diverse array of welcoming neighborhoods, it's a great place to live, work, play and raise a family.

Dynamic Communities

The region offers a wide variety of housing options, from charming historic neighborhoods and downtown lofts to new suburban developments and multi-acre living just beyond the city limits. Nearly 70% of Columbus residents earning the median income can afford home ownership – an incredible number compared to Chicago's 47% or New York's 5.7%.

Diverse, Strong Economy

Columbus ranks seventh in economic strength among the 102 largest metropolitan cities in the country. Columbus benefits from a dynamic yet stable economy, with a collaborative business environment earning it recognition as one of the top metros for job creation. As an emerging tech city, its research and technology institutions attract the brightest minds from around the world.

Arts and Culture

Fueled by a workforce more educated than the national average, Columbus has an energy that radiates throughout thriving industries, communities and educational institutions. Art lovers will savor the collections at the Columbus Museum of Art and revel in Gallery Hop, a monthly celebration of culture in the Short North Arts District.

Education

The Columbus region's K-12 education options include U.S. News & World Report top-ranked high schools as well as U.S. Department of Education Blue Ribbon schools. The region has excellent public schools, 140 private institutions and 54 higher education campuses, with nearly 150,000 college students.

Highlights

- A Top 50 Cities in America city (Bloomberg Businessweek)
- One of the Top 7 Intelligent Communities in the World (Intelligent Communities Foundation)
- Cost of living is 11% lower than the national average
- Ranked #7 Best City for Young Professionals (Forbes.com)
- Ranked first in the nation for public library system, museum of art, zoo and aquarium and COSI science center
- Second shortest average commute of any metropolitan area with over 500,000 people
- Number two best city in the nation for African American families
- Top 10 best city for female entrepreneurs
- 87 miles of bike lanes, paths and trails

Learn more about Columbus at www.experiencecolumbus.com

Process of Candidacy



OHIO STATE BAR
FOUNDATION

The Foundation is an Equal Opportunity Employer and encourages a diverse environment. The OSBF does not discriminate on the basis of race, religion, color, gender, genetic information, age, national origin, sexual orientation, veteran status or physical or mental disability.

BeecherHill

Process of Candidacy

BeecherHill is pleased to partner with the Ohio State Bar Foundation search committee and Board of Trustees on this critical search. Please submit nominations, referrals and resumes with preferred contact information to our Firm:

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