



Public Policy Advisor for NAWBO Columbus

Deadline for Applications: July 9, 2021

Interviews held the week of July 19-30, 2021

Term: Two years, renewed annually based on successful performance for up to three years

Status: Contract 1099 Position

Reports to: Executive Committee and VP of Public Policy

The mission of NAWBO Columbus is to elevate women business owners through advocacy, community and transformation. As a result of our work, we envision a world where women business owners have access to business development resources and capital, while being equally recognized and celebrated for their growth, revenue generation, and leadership.

NAWBO Columbus Member Profile:

- 50% of our members report annual revenue of \$250,000 or less; 35% report annual revenue between \$250,000 and \$1,000,000; and 25% are generating more than \$1,000,000 in revenue, with 14% over \$5 million.
- The majority of our members range in age from 30 to 64.
- 27% of our membership report providing professional services, although we represent female business owners from more than 20 unique business industries.
- Our members have been in business an average of 11.5 years.
- On average, our members employ 33.4 employees.

NAWBO Columbus members contribute approximately \$78 million to Ohio's annual economy.

Position summary: NAWBO Columbus is seeking a contract public policy advisor with a focus on women's business and small business issues to monitor and interpret matters affecting women business ownership and entrepreneurship. This individual will help influence opinion-makers to make decisions that will level the playing field and create a more inclusive economy for WBO's. Specific areas of work include, but are not limited to, the wage and wealth gap, lack of access to capital, the representation gap, and persistent deep-seated biases and stereotypes about women's interest, abilities, and competencies as business owners.

The successful advisor will have an understanding of the unique challenges faced by women-owned businesses at the local level, but also be versed in statewide issues. This role will focus on monitoring and communication of relevant current and prospective local issues related to our membership businesses.

Key responsibilities/outputs:

Legislative and regulatory representation on local level, statewide support

- Read and analyze local rules, laws and legislation to help NAWBO Columbus determine impact



- Monitor, track, and report on local legislative activities and administrative rule-making
- Assist with drafting language for legislation in partnership with key local lawmakers and NAWBO leadership
- Arrange meetings with key council members and city and county officials in the preparation of proposals to benefit women business owners
- Effectively represent the full diversity of women in the business owner community
- Address gaps and concerns in local and statewide procurement
- Support certification for women business owners across Central Ohio
- Address equity issues that hold women back in business
- Build process map on local, county, and state decision making
- Coordinate efforts with the Ohio Women's Coalition
- Attend Public Policy Committee meetings

Communication of the NAWBO Advocacy Pillars and Message

- Contribute to blogs, articles or website updates to keep general membership educated on how policy affects or can affect member businesses and industries
- Represent NAWBO Columbus in the media
- Recommend content updates to the organization's Public Policy section on the website.
- Provide monthly updates to Executive Committee and V.P. of Public Policy to demonstrate progress toward key performance indicators, attend board meetings monthly

Credentials, Education and Experience

- Bachelor's degree in political science, economics or finance, public policy, law, or related field
- Registered lobbyist with the state of Ohio
- 5+ years' experience in public policy advocacy or similar experience
- Minimum of 2 years' experience as a registered lobbyist
- Preferred experience in legislative advocacy for small business and WBE issues
- Experience in scaling woman-owned and/or small businesses

Compensation: This is a paid, part-time contract position at a rate of \$1K/per month. In addition, the NAWBO Columbus Public Policy Advisor and/or his/her firm will receive the following publicity and marketing exposure opportunities:

Recognition as the NAWBO Columbus Chapter Public Policy Advisor on the NAWBO Columbus website, as well as recognition in all electronic and print marketing materials (newsletters, e-news, etc.)

In-kind Business Champion sponsorship

TO APPLY: Send a resume, cover letter highlighting your public policy experience as it relates to the Chapter's mission and vision, and a fee schedule for the services outlined above to:

Arien Lawless, NAWBO Columbus Chapter Manager at Arien@nawbocolumbusohio.com.

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