PROTECT OHIO PENSIONS, INC. (POP5)

REQUEST FOR PROPOSAL (RFP)

PURPOSE AND MISSION

The purpose of this non-profit, non-partisan association is to support and protect the defined benefit pension plans of the five Ohio public pension systems: Public Employees, State Teachers, School Employees, Police & Fire, Highway Patrol; by educating members on issues that could impact the stability of the funds and their ability to continue providing meaningful retirement pension and benefit packages, and by educating the public about the cost savings to them and the economic value to their local communities by maintaining Ohio's current pension programs.

POSITION OVERVIEW: EXECUTIVE DIRECTOR

The Executive Director will be responsible for leading Protect Ohio Pensions, Inc. (POP5) (http://www.pop5.org) operations and overall direction. The Executive Director will work closely with the Board of Trustees, contract employees, members, and other partners. The Executive Director will be responsible for overseeing restructuring the organization during the transition to a fully digital operation while developing and implementing a long-term plan for membership growth and financial stability.

The Executive Director must provide leadership to assure that Protect Ohio Pensions, Inc. (POP5) remains an essential player among Ohio's defined benefit member advocacy organizations and that POP5 and allies are ready to support and protect, and to participate in state-level policy discussions regarding defined benefit pension plans.

GENERAL RESPONSIBILITES

1. **Board Governance:** Works with board to fulfill the organization mission.

   Responsible for leading POP5 in a manner that supports and guides the organization's mission as defined by the Board of Trustees.

Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and make informed decisions.

Responsible for assisting the Board in recruiting new Board members.

2. **Organization Mission and Strategy:** Works with the board to ensure that our mission is fulfilled through advocacy, strategic planning, membership and public outreach.

   Responsible for maintaining a working knowledge of significant developments and trends in the defined benefit field.

   Responsible for strategic planning to ensure POP5 can grow and continue to successfully fulfill its mission into the future.

3. **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.

   Responsible for membership development necessary to support POP5's mission.

   In coordination with the Board Treasurer, responsible for the fiscal integrity of POP5, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.

   Responsible for fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

4. **Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

   Responsible for the effective administration of POP5's operations.

   Responsible for signing all notes, agreements, contracts and other instruments made and entered into on behalf of the organization.

JOB RESPONSIBILITIES

1. Report to and work closely with the Board of Trustees to seek their guidance and involvement in policy decisions, membership development and to increase overall visibility of the organization.
2. Oversee strategic planning and implementation of restructuring to include upgrading digital marketing, data management system, sponsorships and strengthening member recruitment, retention and engagement. Review, revise and update the strategic plan in the first year.
3. Oversee planning and operation of annual budget to align with strategic plan.
4. Support POP5's primary spokesperson and lobbyist in maintaining a working relationship with the organization's members, Ohio public pension systems, related member organizations and the public.
5. Establish and maintain relationships with various allied organizations and utilize those relationships to strategically enhance POP5's mission.
6. Support educational programs and outreach, advocacy initiatives and fundraising through creative marketing and communications.
7. Recruit and manage member volunteers.
8. Oversee marketing and other communications such as newsletters, social media, emails, text messaging and website to educate members and the public on concerns affecting Ohio's defined pension plans.
9. Maintain official records and documents, and ensure compliance with federal, state, and local regulations (including filing IRS 990 and State of Ohio compliance documents).
10. Establish administration policies and procedures for all functions and for the day-to-day operation of POP5.
11. Review and approve contracts for insurance and services.
12. Oversee legal, regulatory, and professional requirements for a non-profit organization.
13. Fulfill other duties as assigned by the Board of Trustees.

PROPOSAL REQUIREMENTS

Proposals should include:

1. Company background and relevant experience with nonprofit membership organizations.
2. Qualifications of key personnel.

3. Experience supporting volunteer boards, members and sponsors.
4. References from comparable clients.
5. Proposed fee structure, including monthly retainer, reimbursable expenses, and optional services.
6. Sample restructuring timeline.
7. Sample newsletter.

GENERAL INFORMATION

POP5 reserves the right to:

- Reject any and all proposals.
- Request additional information.
- Interview selected firms.
- Negotiate the final scope of services and fees.
- Award a contract in the best interest of POP5.

The selected firm will operate as an independent contractor.