



Events & Operations Coordinator
Ohio Economic Development Association

December 22, 2025
Version 8

Position: Events & Operations Coordinator
Reports to: President & CEO
Location: Remote (Ohio residents only)
Salary: \$50,000–\$58,000, commensurate with experience
Application Deadline: Monday, January 19, 2026 at 5:00 p.m. EST
Apply: Submit resume and cover letter to dzak@ohioeda.com

1. The Opportunity

The **Ohio Economic Development Association (OEDA)** is seeking an **Events & Operations Coordinator** to serve as the organizational backbone supporting OEDA's growth and member service excellence. This is a hybrid operations role—events management is the primary focus, but you'll also coordinate financial processes, administer technology systems, support executive leadership, and keep committees running smoothly. Ideal for a highly organized professional who loves orchestrating great events but is equally energized by variety.

OEDA has experienced remarkable growth: membership increased 50% last year, reaching 900+ members and making OEDA the 3rd largest state economic development association in the country. Our 2025 Summit set records—600 attendees, record sponsorship, record speakers, and a Net Promoter Score of 54. Investor funding has more than doubled. OEDA also runs the largest Basic Economic Development Course in the U.S. and offers one of only seven state-level certifications in the field.

This growth has enabled OEDA to transition to full operational independence, bringing critical functions in-house. This position is central to that transition - you'll own the operational "how" that makes our programs successful, freeing the team to focus on strategy, advocacy, and member engagement. If you want to be the engine driving one of the nation's top state economic development associations, we encourage you to apply.

2. Key Responsibilities

The following responsibilities and time allocations are estimates based on current projected organizational needs. As a new position, duties may evolve, but this provides a realistic picture of what to expect.

2.1 Event Logistics & Conference Management (40%)

Manage all operational aspects of OEDA's major events including Annual Summit (600+ attendees), Legislative Conference (155+ attendees), Basic Economic Development Course (90+ attendees), and other potential future events.

- **Venue & Vendor Coordination:** Negotiate and execute venue contracts; coordinate with hotels, caterers, A/V providers, and service contractors; manage food and beverage logistics.
- **Registration & Attendee Experience:** Process registrations, handle attendee communications, manage on-site check-in, signage, and badges.
- **Speaker Coordination:** Confirm speaker engagements, collect presentation materials, coordinate A/V needs, manage travel and lodging.
- **Sponsor Coordination:** Collect logos and materials, fulfill sponsorship benefits, manage exhibit hall logistics.
- **Status Reporting:** Provide regular progress reports on registrations, sessions, and sponsorships; ensure event liability insurance.
- **Event Reconciliation:** Prepare comprehensive income accounting within 60 days of each event.

2.2 Financial Coordination (15%)

Coordinate day-to-day financial operations alongside an outsourced bookkeeper.

- **Accounts Receivable:** Process mail and deposits, apply payments, issue invoices, follow up on past-due accounts.
- **Accounts Payable:** Process payments, collect credit card receipts from staff.
- **Bookkeeper Coordination:** Provide documentation, coordinate on deposits and GL coding questions.
- **Compliance & Insurance:** Handle BWC payments and filings, coordinate 990 documentation, maintain D&O and general liability coverage.

2.3 AMS & LMS Administration (15%)

Serve as a team administrator for OEDA's technology systems post-implementation (Q2 2026).

- **Member Management:** Maintain records, process memberships/renewals, manage logins and permissions.
- **Course & Event Administration:** Configure registrations, upload content, track completions and certifications.
- **Communications & Reporting:** Send member communications, manage email lists, generate reports for board and planning.
- **System Operations:** Process payments/refunds, reconcile transactions, maintain integrations, liaise with vendors.

2.4 Executive & Administrative Support (15%)

Provide comprehensive support enabling the CEO to focus on strategy and advocacy.

- **Scheduling:** Manage CEO calendar, filter meeting requests, coordinate committee meeting schedules.
- **Communications:** Draft correspondence, prepare briefing materials, create agendas, take notes, distribute action items.
- **Administrative:** Prepare board packets, track action items, handle expense reports and invoices.

2.5 Committee Coordination (10%)

Support seven committees including Board of Directors, Executive, Finance, Nominating, Summit, Inclusive ED, and Government Affairs.

- **Meeting Operations:** Schedule meetings, prepare and distribute materials, send reminders, track action items.
- **Documentation:** Take notes, maintain records, ensure continuity across leadership transitions.
- **Engagement:** Support committee recruitment, onboard members, coordinate recognition.

2.6 Educational Program Support (5%)

Support OEDA's educational portfolio (20+ courses/webinars annually) as needed—logistics coordination, registration management, certification tracking, virtual platform support, and feedback collection.

2.7 Cross-Functional Support

Provide administrative and logistical support to OEDI Director and Marketing & Engagement Manager as needed within scope of event coordination, committee support, and systems administration.

3. Ideal Candidate Profile

3.1 Required:

- Must reside in Ohio.
- Proven remote work experience (not first remote position). Demonstrated ability to work independently with minimal supervision.
- 3-5 years of events management experience. Track record planning and executing conferences, meetings, or large-scale events.
- Exceptional organizational skills and attention to detail. Ability to manage multiple concurrent projects and competing deadlines.
- Strong project management capability. Experience creating timelines, tracking deliverables, and ensuring on-time execution.
- Tech-savvy. Proficiency with Microsoft Office/Google Workspace and AMS platforms; willingness to learn new systems quickly.
- Customer service orientation. Professional demeanor with members, sponsors, speakers, and vendors.
- Excellent written and verbal communication.
- Self-directed work style. Proven track record managing workloads independently.
- Problem-solving mindset. Resourceful and adaptable.
- Reliable high-speed internet and dedicated home workspace.

3.2 Strongly Preferred:

- Experience working for an economic development organization in Ohio.
- Association management experience (membership organizations, professional societies, chambers).
- Familiarity with basic bookkeeping processes and financial documentation.
- Comfort using AI tools (ChatGPT, Claude, Copilot) to improve productivity.
- Professional development or certifications in event planning or project management.
- Familiarity with Ohio geography and regions.
- Experience with learning management systems or webinar platforms.

4. Work Schedule & Environment

Standard Schedule:

- Full-time remote position (40 hours/week).
- Highly flexible schedule—work when it works for you, with general availability during business hours for meetings and collaboration.
- Occasional evening or weekend work as needed.

Peak Periods (increased workload with recovery time afterward):

- August–October: Summit preparation and execution.
- January–March: Legislative Conference.
- April–June: Basic Economic Development Course.

Travel Requirements:

- Travel 3 times annually for major events (2–4 days each): Summit (October), Legislative Conference (March), Basic Course (June).
- Potential future events (day trips). All travel expenses reimbursed.

Technology Provided:

- Laptop and peripherals of your choice (reimbursed with approval).
- Access to all OEDA systems and platforms.

5. Compensation & Benefits

- **Salary:** \$50,000–\$58,000 annually, commensurate with experience.
- **Performance Bonus:** Eligible for annual bonus based on organizational and individual performance.
- **Benefits:** Health insurance (QHSERA employer contribution), retirement plan (SIMPLE IRA, currently no employer match), professional development allowance, cell phone and home internet reimbursement.
- **Paid Time Off:** Three weeks (15 days) annually, plus nine paid holidays, plus typical office closure between Christmas and New Year's.

6. Application Procedure

Applications accepted until **Monday, January 20, 2026 at 5:00 p.m. EST**. Submit resume and cover letter addressing relevant experience and alignment with the role to:

David Zak, President & CEO
Ohio Economic Development Association
dzak@ohioeda.com

7. Our Values

OEDA's work is grounded in five core values that guide how we operate:

- **Member-Driven:** We build programming and services based on what practitioners tell us they need, validated through systematic feedback.
- **Collaborative:** We pursue partnerships because Ohio's economic development challenges require collective action—a principle embedded in OEDA's founding.
- **Best-in-Class:** We deliver with the highest standards of quality and ethics, earning consistently strong satisfaction scores.

- **Economic Development For All (ED4A):** We serve all communities, organization types, and professionals while ensuring accessibility and using data to continuously improve.
- **Continuous Learning:** We invest in our own professional development because leading others' growth requires pursuing our own.

8. Equal Opportunity Employer

OEDA is committed to fostering an inclusive and diverse workplace. We encourage applications from individuals of all backgrounds.

This high-impact position is perfect for someone who wants to be the operational engine driving one of the nation's top state economic development associations. If you thrive on organization, execution, and enabling others to do their best work, we'd love to hear from you!