



## Program Manager

### YOU BELONG HERE.

Are you ready to apply your talents to a premier nonprofit that is developing leaders and committed to improving the health, safety, education and economic well-being of central Oklahoma? Do you want to be challenged at work, learn, engage with your community, have fun, be inspired, and make a significant impact? United Way of Central Oklahoma is looking for a Program Manager to assist in coordinating special programs of the United Way of Central Oklahoma, including developing strategic partnerships, ensuring program objectives are met, and monitoring and reporting program outcomes. The Program Manager will be required to develop and coordinate the OKC Tax Help program, a no-cost tax preparation and filing service for low to medium-income individuals with a focus on educating and connecting central Oklahoma residents who qualify for the Earned Income Tax Credit (EITC) with free tax preparation services.

At United Way of Central Oklahoma, [we value diversity as well as the dignity and worth of every person.](#) We are an equal opportunity employer. We are committed to fair and equal employment practices for persons without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran.

### LIVE UNITED.

At United Way, our mission is to connect people and resources to improve the well-being of those in our community....And we do this because we want to help build a strong, healthier and more compassionate community. So how do we do that? Our focus is to raise money throughout the year to help fund nonprofits...that's what we do best. This allows our agencies a chance to do what they do best – provide direct services to the community. United Way is known for accountability and transparency – and when people give to us, they know their money is in responsible hands and trust us to invest back in the community. [View our 2021 Campaign Video](#)

### YOU MATTER.

- Health, vision, dental insurance at NO cost to the employee. Dependent coverage paid at 60%.
- Flexible spending account to let you set aside pretax salary for medical expenses.
- Employee Assistance Program (EAP) for emotional, mental health, self-improvement assistance available at NO cost for employee and family.
- Generous paid time off benefits for your work/life balance.
- Employee life insurance coverage at NO cost.
- Employee disability coverage at NO cost.
- 403(b) retirement plan with match up to 4.5% after 1 year.
- Professional development and training opportunities.

- Flexible/compressed schedule options.

*\*Benefits subject to change and dependent on employee status.*

**REPORTS TO:** President and CEO

**SUPERVISES:** N/A

**QUALIFICATIONS:**

- Bachelor's degree from an accredited college or university. In lieu of a degree, equivalent years job experience may be considered
- A minimum of two years' of experience with United Way or other non-profit/social service organization, project management, and program planning with measureable objectives.

**PERFORMANCE REQUIREMENTS:**

- Must be able to work well with individuals both internal to and external of the organization.
- Strong organizational, written and oral communication skills.
- Working knowledge/application of program planning and management practices, including assessment of need, development of measureable objectives, capacity to collect and report programmatic measures.
- Excellent collaboration, relationship management, facilitation, communication skills.
- Capacity to manage multiple priorities, time/work assignments, and meet deadlines.
- Ability to work with volunteers, partner agencies, and other program stakeholders.
- Ability to adhere to United Way policies, procedures, and expectations.
- Proficient in Microsoft Word, Excel and Outlook.

This position is grant-funded and as such is time-limited and contingent upon available funding.

**APPLY TODAY.**

To apply send cover letter, resume, and salary range to Human Resources, United Way of Central OKC, 1444 NW 28<sup>th</sup> Street, OK 73106 or [work@unitedwayokc.org](mailto:work@unitedwayokc.org). Posted until filled.

## STRATEGIC PRIORITIES & KEY INITIATIVES

### IMPACTING LIVES

- Increase awareness of our community's greatest needs.
- Invest in programs based on research-driven analysis.
- Pursue outcomes that improve lives.

### INSPIRING COMMUNITY ACTION

- Engage stakeholders across generations.
- Support innovative collaborations to maximize impact.
- Convene community partners to address social service needs.

### ENSURING ORGANIZATIONAL VITALITY

- Promote a culture of excellence
- Optimize workplace campaigns while developing new strategies.
- Build long-term financial sustainability.