



## DONOR ENGAGEMENT ACCOUNT EXECUTIVE

### 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 Donor Engagement Account Executive to be responsible for developing and implementing working relationships with volunteers and donors in a diverse number of corporations, foundations, individuals and agencies. They will assist in the planning and implementation of campaigns related to affinity groups, leadership donors, endowment, initiatives including Embrace OKC and donor directed giving to help meet their potential for philanthropic giving and strong relationships to the United Way.

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:** Vice President of Resource Development

**SUPERVISES:** United Way Fellows/Loaned Executives

**QUALIFICATIONS:**

- Bachelor's Degree from an accredited college or university. In lieu of a degree, job experience will be accepted, with approval of the President/CEO.
- Experience includes volunteering or working at a non-profit organization or in a customer service role.

**PERFORMANCE REQUIREMENTS:**

- Exceptional organizational skills and attention to detail.
- Familiarity with nonprofit agency structure, budgeting and program evaluation.
- Must have knowledge and understanding of the United Way, employee campaigns, giving trends, and corporate trends and news in the community.
- Excellent interpersonal, writing, and oral presentation skills.
- Ability to work as a team or independently with ability to handle difficult situations in a diplomatic fashion.
- Ability to efficiently handle multiple projects simultaneously.
- Confidentiality is a must.
- Proficient in Microsoft Office suite.

**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) today! 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.