



Vice President of Communications

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 Vice President of Communications to develop and implement communications strategies across the organization to position United Way of Central Oklahoma as the premier charity for health and human services and community collaborator in central Oklahoma. To lead a team of communications specialists to promote a consistent positive message and image of United Way to the public. Responsible for a broad range of communications activities including media relations, external and internal communications, marketing, events and corporate volunteer program.

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 2022 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: Up to 3 full-time staff

QUALIFICATIONS:

- Bachelor's degree in communications, journalism, public relations or related field.
- Minimum of five (5) years of progressively responsible experience in a communications role.
- A strong knowledge of media relations.
- Minimum of (2) years of experience in a supervisory role required.

PERFORMANCE REQUIREMENTS:

- Strong verbal and written communications skills with proficient knowledge of AP Style
- Demonstrated experience in strategic communications, media relations and public relations
- Experience building, mentoring and coaching a team of communications specialists
- Experience in developing communication plans and project management
- Extensive writing and editing experience for a variety of print and online communications media; Working knowledge and experience with Microsoft Office, Adobe Creative Suite, WordPress and social media platforms
- Ability to efficiently and effectively manage multiple projects simultaneously
- Strong organizational competence with attention to detail and ability to meet deadlines
- Excellent leadership and interpersonal skills, with the ability to supervise and work as part of a team, build collaborative relationships and accept constructive feedback
- Strong media relations skills with the ability to conduct interviews and communicate utilizing best practices related to health and human services
- Ability to handle difficult situations in a diplomatic fashion.

APPLY TODAY.

To apply send cover letter, resume, and salary range to Human Resources, United Way of Central OKC, 1444 NW 28th Street, OK 73106 or work@unitedwayokc.org. Posted until filled.



United Way
of Central Oklahoma

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.