



Director of Campaign Operations

YOU BELONG HERE.

Are you ready to apply your talents to a premier nonprofit that is celebrating 100 years of service to its community? United Way continues to develop leaders and is 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 Director of Campaign Operations to be responsible for the day-to-day operations of the campaign staff and annual employee campaigns. Ensuring that the integrity of United Way's mission is maintained and donor intent followed. Staying abreast of innovative ideas/programs across the country that could be of value to Central Oklahoma.

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...We do this because we want to help build a stronger, healthier and more compassionate community. For 100 years, our focus has been being a funding resource to local nonprofits—that's what we do best. This allows our agencies a chance to do what they do best—provide direct health and human services to the community. United Way is known for accountability and transparency, and when people give to us, they know their contributions are in responsible hands and trust us to invest back in the community. [View our 2023 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: Chief Development Officer

SUPERVISES: Resource Development Account Executives, United Way Fellows/Loaned Executives, and volunteers.

QUALIFICATIONS:

- Bachelor's Degree from an accredited college or university required. In lieu of a degree, job experience will be accepted, with the approval of the President/CEO.
- Require a minimum of two years' experience with United Way or other nonprofit organization and experience in a supervisory role.

PERFORMANCE REQUIREMENTS:

- Exceptional organizational skills and attention to detail.
- Familiarity with non-profit agency structure, budgeting and program evaluation.
- Strong technology skills.
- Knowledge and understanding of the United Way, workplace campaigns and giving trends.
- Knowledge and understanding of corporate trends and news in the community.
- Good interpersonal, writing, and oral presentation skills.
- Ability to work well in a team environment.
- Ability to efficiently handle multiple projects simultaneously.
- Good problem-solving skills.
- Ability to handle difficult situations in a diplomatic fashion.
- Experience working with volunteers and committees.
- 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 28th Street, OK 73106 or 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.