UNITED WAY
Central Oklahoma

Community Initiatives and Research Manager

United Way of Central Oklahoma is seeking an experienced, relationship-focused **Community Initiatives and Research Manager** to help advance our mission through community collaboration, strategic research, and data-informed solutions that strengthen our region. This role serves as a key connector between United Way, community partners, volunteers, agencies, and local leaders, helping identify needs, analyze trends, and support initiatives that address service gaps and improve outcomes for individuals and families across Central Oklahoma.

COMPENSATION & WORK STRUCTURE

- **Salary:** Starting at $46,489
- **Merit Increases:** Eligible for merit-based salary review yearly, subject to board approval and after 6 months in position.
- **Benefits:** Comprehensive benefits package valued at over $10,000 annually
- **Classification:** Nonexempt, Full Time, Salaried
- **Overtime:** Eligible for overtime compensation in accordance with applicable wage and hour laws and organizational policies.

WHY THIS ROLE MATTERS

Every day, United Way of Central Oklahoma brings people, organizations, and resources together to solve complex community challenges. The Community Initiatives and Research Manager plays a vital role in that work by leading research efforts, supporting collaborative community initiatives, managing grant and funding processes, and providing actionable insights that guide decision-making.

This position also helps advance key United Way programs, including WayFinder Innovation Grant**,** which connects individuals and families to critical health and human services, and Ride United**,** which helps remove transportation barriers that can prevent people from accessing jobs, healthcare, childcare, education, and other essential services. Through data analysis, partnership development, program evaluation, and community engagement, the Community Initiatives and Research Manager helps ensure United Way remains a trusted leader in identifying needs, aligning resources, and creating lasting impact throughout Central Oklahoma.

REPORTING STRUCTURE

- Reports Vice President of Community Impact
- Supervisory Responsibilities: Not applicable

QUALIFICATIONS

- Bachelor's degree from an accredited college or university required; equivalent combination of relevant education and experience may be considered.
- Two or more years of experience with a United Way organization, nonprofit, social service, community planning, research, or related organization preferred.
- Experience supporting community initiatives, data collection, research, program evaluation, or collaborative partnerships is preferred.

PERFORMANCE REQUIREMENTS

Successful candidates will demonstrate:

- Building and maintaining positive working relationships with internal and external stakeholders, including community partners, volunteers, agencies, and staff.
- Demonstrating strong facilitation, interpersonal, written, and verbal communication skills.
- Collecting, analyzing, interpreting, and validating data and research from a variety of sources to support community initiatives and decision-making.

- Managing multiple projects simultaneously while meeting deadlines with a high degree of accuracy, organization, and attention to detail.
- Exercising sound judgment, initiative, and problem-solving skills in a collaborative team environment.
- Following United Way policies, procedures, and confidentiality standards.
- Demonstrating proficiency in Microsoft Office applications, including Word, Excel, Outlook, and other systems necessary to perform the responsibilities of the position.

BENEFITS

- Health, vision, and dental insurance at no cost to the employee. United Way pays 60% of dependent insurance premiums
- 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 employees and those in the household.
- 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 employer match up to 4.5% after one year of service and immediate vesting of employer contributions.
- Professional development and training opportunities.
- Flexible schedule options.

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

OUR COMMITMENT TO EQUITY

At United Way of Central Oklahoma, we value diversity and the dignity and worth of every person. We are an equal opportunity employer and are committed to fair and equitable employment practices without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability, national origin, marital status, political affiliation, or veteran status.

UNITED IS THE WAY WE BUILD STRONGER COMMUNITIES - AND STRONGER TEAMS

United is the Way we connect people and resources to improve the well-being of our community. For more than a century, United Way of Central Oklahoma has served as a trusted funding partner to local nonprofits, enabling them to deliver vital health and human services across our region.

United is also the Way we work. Our people are empowered to lead with purpose, collaborate across sectors, and see the tangible results of their work in the communities they serve. United Way staff and Fellows are united by shared values–accountability, transparency, and measurable impact–and by a belief that meaningful change happens together.

When you join United Way of Central Oklahoma, you become part of a mission-driven team committed to strengthening lives, building opportunity, and creating lasting change–together.

APPLY TODAY.

To apply, please submit a cover letter and resume to:
Human Resources
United Way of Central Oklahoma
1444 NW 28th Street
Oklahoma City, OK 73106
work@unitedwayokc.org