UNITED WAY
Central Oklahoma

**Resource Development Account Executive**

United Way of Central Oklahoma is seeking an experienced, relationship-focused **Resource Development Account Executive** to help advance our mission through workplace fundraising, donor engagement, volunteer involvement, and community partnerships. This role serves as a key ambassador for United Way, developing and maintaining relationships with corporate leaders, campaign coordinators, volunteers, donors, and community partners while helping generate the resources needed to create meaningful community impact. The Account Executive assists organizations in planning and implementing successful workplace campaigns, cultivates new partnerships, and strengthens existing relationships to maximize participation, revenue, and community impact.

## COMPENSATION & WORK STRUCTURE

- **Salary:** Starting at $51,138
- **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

This position directly supports United Way's ability to generate resources, strengthen community partnerships, and advance our mission. Through workplace campaign development, volunteer engagement, donor stewardship, and strategic relationship-building, the Resource Development Account Executive helps drive meaningful community impact while expanding their knowledge of Central Oklahoma's nonprofit, corporate, civic, and philanthropic landscape. This role offers the opportunity to build relationships with community leaders, learn about emerging community needs and innovative solutions, and gain a deeper understanding of the collaborative efforts that improve lives.

## REPORTING STRUCTURE

- Reports To: Director of Campaign Operations
- Supervisory Responsibilities: Assists in training, coordinating, and supervising temporary United Way Fellow positions assigned to campaign activities.

## QUALIFICATIONS

- Bachelor's degree from an accredited college or university required. Equivalent professional experience may be considered in lieu of a degree with approval from the President & CEO.
- Experience volunteering or working with a nonprofit organization and/or experience in customer service, fundraising, community engagement, account management, sales, or relationship management.
- Experience building and maintaining professional relationships with volunteers, donors, community members, or business professionals preferred.
- Experience coordinating projects, programs, events, campaigns, or community initiatives preferred.

## PERFORMANCE REQUIREMENTS

Successful candidates will demonstrate:

- Exceptional organizational skills and strong attention to detail.
- Knowledge of or ability to learn nonprofit operations, agency structures, budgeting, and program evaluation.
- Knowledge of or ability to learn workplace campaigns, philanthropy, giving trends, and corporate and community trends.
- Excellent interpersonal, written, verbal, and presentation skills.

- Ability to build productive relationships with corporate leaders, employee campaign coordinators, volunteers, donors, and community partners.
- Ability to work both independently and collaboratively as part of a team.
- Ability to manage multiple projects, priorities, and deadlines simultaneously.
- Ability to exercise sound judgment, solve problems, and address challenging situations with professionalism and diplomacy.
- Proficiency in Microsoft Office applications, database management systems, and virtual meeting platforms.
- Commitment to maintaining confidentiality and representing United Way of Central Oklahoma with integrity and professionalism.

## 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