



United Way Fellows

United Way of Central Oklahoma is seeking **temporary, full-time United Way Fellows** to support fundraising efforts during our campaign season. This **temporary position runs 16 weeks, from August 3 through November 20, 2026**, and plays a key role in helping achieve United Way of Central Oklahoma's fundraising goals. The Fellow supports United Way of Central Oklahoma's broader mission by assisting with workplace giving efforts and strengthening partnerships with businesses and community leaders throughout Central Oklahoma.

COMPENSATION & WORK STRUCTURE

- **Hourly Rate:** \$18.75 per hour
- **Schedule:** Full-time, approximately **40 hours per week**
- **Classification:** Temporary, non-exempt, hourly
- **Overtime:** Eligible in accordance with applicable law/needs prior approval from President and CEO to work over 20 hours a week.

This is a temporary position and is not eligible for United Way's standard benefits program. However, employees in this role will receive **8 hours of paid time off** upon hire.

POSITION OVERVIEW

The United Way Fellow supports United Way of Central Oklahoma's overall fundraising goals by serving as the primary liaison between United Way and assigned fundraising partners. The Fellow works closely with United Way professional staff and campaign volunteers to plan, implement, and strengthen workplace giving campaigns, ensuring effective communication, coordination, and execution across assigned accounts.

WHY THIS ROLE MATTERS

United Way Fellows play a critical role in advancing local impact. In this position, you will directly support fundraising efforts that help fund essential health, education, and economic stability programs in Central Oklahoma. Your work ensures local nonprofits have the resources they need to serve children, families, and seniors—and offers meaningful, hands-on experience you can see reflected in real community outcomes.

WHAT YOU Will GAIN

United Way of Central Oklahoma provides an innovative and comprehensive training program to prepare Fellows for success. During the fellowship, you'll gain:

- Hands-on nonprofit and fundraising experience
- Enhanced communication, presentation, and relationship-building skills
- Increased understanding of workplace philanthropy and community impact
- Exposure to nonprofit operations in a collaborative, mission-driven environment

REPORTING STRUCTURE

- Reports To: Resource Development Staff/Chief Development Officer
- Supervisory Responsibilities: None

QUALIFICATIONS

- Bachelor's degree preferred

- In lieu of a degree, a minimum of two years of related work experience may be accepted with approval from the President & CEO
- At least two years of customer service, sales, or nonprofit experience preferred

PERFORMANCE REQUIREMENTS

Successful candidates will demonstrate:

- Strong verbal and written communication skills, including public speaking
- Excellent customer service and relationship-building skills
- Sales or fundraising aptitude
- Ability to work effectively with individuals from diverse backgrounds
- Self-starter with strong initiative and accountability
- Detail-oriented with strong organizational skills
- Ability to handle confidential information with discretion
- Ability to build effective and productive relationships with staff, volunteers, corporate partners, and community leaders
- Clear speaking and hearing abilities for communication in person, by phone, and virtually
- Comfortable working in a virtual and hybrid environment
- Ability to work a flexible schedule, including occasional evenings or early mornings
- Reliable transportation required
- Valid Oklahoma driver's license and current automobile insurance required

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