

JOIN OUR TEAM

WE ARE LOOKING FOR

ASSISTANT DIRECTOR

United Way of Licking County (UWLC) is seeking a strategic, mission-driven Assistant Director to support the Executive Director, Board, and key committees. This role provides leadership across finance, operations, HR, and fundraising, and serves as a potential successor to the Executive Director. The ideal candidate brings strong financial acumen, operational expertise, excellent communication and relationship-building skills to help advance UWLC's work to improve lives in our community. Job responsibilities will include, but not limited to:

- Staff supervision
- Financial and operational planning
- Assisting in fundraising strategies, campaigns, and donor stewardship
- Building community relationships
- Planning and assisting with strategic initiatives

MINIMUM EDUCATION / WORK EXPERIENCE:

- Bachelor's degree required, with an advanced degree preferred.
- +5 years of experience in nonprofit management, program support, or related areas, with supervisory experience preferred.
- Preference to applicants with knowledge of Licking County, Ohio and/or United Way experience.

ABOUT UNITED WAY OF LICKING COUNTY

All qualified applicants will receive consideration for employment without regard to race, religion, color, gender identity, nationality, socio-economic status, sexual orientation, physical and mental abilities, age, familial/parental status, and any other protected classes as defined by federal, state, and local regulations.

Company website <https://www.unitedwaylc.org/>

Compensation commensurate with experience (salary – exempt)

Work Location In person, Newark, Ohio

How to apply Please submit resume and/or cover by email to careers@unitedwaylc.org