

Program Manager, Financial Wellness

Description

The Elizabeth Dole Foundation is looking for a Program Manager (Financial Wellness) to join our team. The Program Manager will report to the Vice President for Programs and Partnerships and lead the day-to-day functions for the Foundation's financial and employment related initiatives, to include our Employer Task Force and our emergency financial relief offerings. The Program Manager should be an experienced, entrepreneurial, organized, and highly motivated professional; previous experience working in the nonprofit field is preferred. Experience (professional or personal) with military and/or veteran sector is preferred.

Responsibilities

- Implement the Foundation's new/expanded financial wellness, emergency financial assistance, and employment resources for military and veteran caregivers.
- Coordinate and convene key stakeholders of the Employer Task Force.
- Liaise directly with military and veteran caregivers and other organizations and corporate partners on a wide range of Foundation offerings.
- Support development of Foundation's emerging direct support service strategy and assist with design of offerings and programs to support military and veteran families.
- Proactively work collaboratively with all departments, providing support and guidance as needed.
- Provide programs support as required by the Vice President for Program and Partnerships to support the Dole Caregiver Fellows Program.
- Provide research support as requested.
- Other duties as assigned.

Requirements

The Elizabeth Dole Foundation is looking for an energetic and versatile professional with experience supporting families with direct financial relief, employment guidance, and financial wellness. The applicant should have excellent verbal and written communication skills, and well as project management skills, with proficiency with online products like Microsoft Office, Microsoft Sharepoint, SalesForce, and CommunityForce. Familiarity with nonprofit work and the military and/or veteran sector is preferred and will be considered when choosing the best applicant for this position. Applicants living in the Washington, DC metropolitan area are preferred, but not required.

- Bachelor's Degree or commensurate experience with 3+ years' experience in a professional office environment or internship equivalent.
- Prior experience in providing customer support (with adequate technical proficiency both online and in-person).
- Highly energized, able to engage and respond on a professional level to a broad range of stakeholders.
- Understanding of existing landscape of financial wellness tools and resources for military and veteran families.
- Understanding of the military and veteran community and the ability to work with military caregivers and donors to provide excellent and timely customer service.
- Experience designing, implementing, and evaluating surveys leveraging Salesforce, SurveyMonkey, and other online tools.
- Demonstrated project management experience.
- Must be detail oriented, with the ability to listen and communicate (both verbally and in writing) clearly and accurately.
- Versatile, with the ability to work in a fast-paced environment and meet tight deadlines.
- Demonstrated professional standards and unwavering integrity and ethical conduct.
- Able to satisfactorily perform duties and assigned tasks with little or no supervisory oversight.
- Is discrete; understands when confidentiality is required.
- Excellent writing skills and the ability to complete reports and products individually for review by external audiences
- Outstanding interpersonal skills.
- Reliability/dependability.
- Demonstrates energy, optimism, and passion for helping others.

The Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or military and veteran caregiver status.

To Apply Please submit a cover letter and resume—in PDF format—to:

Neil Sumilas, Vice President of Operations

Neil@elizabethdolefoundation.org