



## Program Manager, Children & Families

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### Description

The Elizabeth Dole Foundation seeks an individual with child development expertise to oversee the ongoing implementation of the Foundation's Hidden Helpers program that will advance healthy outcomes for children, adolescents, and families living in households with an ill, injured, or wounded veteran. They will be responsible for continuing to develop the infrastructure required to support the Elizabeth Dole Foundation's leadership of the Hidden Helpers Coalition, while overseeing the launch of core service offerings at EDF.

The Program Manager will manage a diverse and growing coalition that includes participation from nonprofits, corporations, philanthropy, and research, while ensuring action plans from each coalition work group are developed and implemented around the achievement of desired and measurable outcomes. With EDF Senior leadership, they must also serve as a champion of the organization's long-standing commitment to support and elevate the more than 5.5 million veteran and military caregivers and the more than 2.3 million children and adolescents living in caregiving homes. The Program Manager will work in partnership with all departments at EDF to ensure successful implementation of the coalition activities.

### Coalition Building Responsibilities

- Manage all activities related to the Hidden Helpers Coalition (liaise directly and independently with Coalition members, organize and facilitate Coalition-wide meetings, and track progress made towards all commitments and pledges for support).
- Work with Coalition members to develop clear, compelling, and successful short-term and long-term strategies with planned objectives and priorities to drive the growth of the initiative.
- Build a culture around an impactful mission with particular focus on teamwork, accountability, innovation, and entrepreneurship.
- Work innovatively with Coalition members to unlock value and capitalize on resources that will support Hidden Helpers and promote healthy child development and family functioning.

### EDF-Led Hidden Helpers Responsibilities

- Lead the Foundation's newly launched Hidden Helpers programming to include the creation of new resources and initiatives to promote healthy child development.
- Work in close partnership with EDF's communications department, website consultants, and our external partner Wounded Warrior Project to design, develop, and implement an online Family Resource Hub.
- Support EDF's new clinical transformation effort aimed at engaging health care providers around the needs of military and veteran children. This will include working closely with

EDF staff on the Campaign for Inclusive Care and consulting directly with health care providers and systems leaders, as well as academic researchers and curriculum experts.

- Support the development of the Foundation's emerging child and youth programming strategy and assist with design of offerings and programs to support military and veteran families.
- Provide research support as requested.
- Other duties as assigned.

## Requirements

The Elizabeth Dole Foundation is looking for an energetic and versatile professional with at least 3-5 years of experience working directly on programs for children and youth. The individual will lead the Foundation's new Hidden Helpers Program and serve as a recognized leader among our Hidden Helpers Coalition. The applicant should have excellent verbal and written communication skills, as well as project management skills, with proficiency in SurveyMonkey, Salesforce, Word, Excel, and PowerPoint. Familiarity with nonprofit work is preferred and will be considered when choosing the best applicant for this position. Applicants from the Washington, DC metro area are preferred, but EDF is open to hiring this as a remote position for the right candidate.

- Bachelor's Degree, with 3+ years' experience in a professional office environment
- Prior experience in supporting families, including experience in child and adolescent development.
- Highly energized, able to engage and respond on a professional level to a broad range of stakeholders
- Understanding of the existing landscape of programs available to military and veteran families
- Ability to work with the military and veteran community, military caregivers, and donors, to provide excellent and timely customer service
- Experience designing and evaluating surveys leveraging SurveyMonkey and other online tools
- Demonstrated project management experience
- Must be meticulous, 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 people skills, reliability, and dependability

**To Apply**

Please submit a cover letter (required) and resume—in PDF format—to:

[neil@elizabethdolefoundation.org](mailto:neil@elizabethdolefoundation.org)

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