



## **ORGANIZATION DESCRIPTION**

The Elizabeth Dole Foundation (EDF) is the nation's premier organization solely focused on supporting the millions of military and veteran caregivers and their families. EDF was founded by former U.S. Senator and Cabinet Secretary, the [Honorable Elizabeth Dole](#). Senator Dole's vision for EDF is to ensure that no military or veteran caregivers—or [hidden heroes](#)—face their new and often difficult journey without our support.

## **POSITION PURPOSE**

The **Director of Strategic Initiatives** has the important role of managing two crucial partnership initiatives for the Foundation: Face the Fight (FTF) working to break the stigma surrounding suicide in the military community by raising awareness and fostering real, open conversations around support and hope; and the Campaign for Inclusive Care (CIC) aiming to shift the culture of care at VA to be fully inclusive of military and veteran caregivers from day one of the care journey.

For Face the Fight, this role will be responsible for leading and overseeing the strategic planning, execution, and evaluation of coalition building and operations. This role includes managing relationships with community organizations, government entities, philanthropic contributors, and partners to advance the FTF mission.

For the Campaign for Inclusive Care, this role will be responsible for leading the expansion and outreach of Inclusive Care within the US Department of Veterans Affairs and civilian health care systems. This role includes cultivating strong relationships with the VA Caregiver Support Program and other identified offices within VA to promote staff training in inclusive care; promoting inclusive care in civilian health care settings; and developing long-term strategic priorities for Campaign growth.

This is a full-time position on a hybrid schedule with at least three days working from the DC based office each week. **Interested candidates should submit a resume and cover letter with the position title in the subject line to [apply@elizabethdolefoundation.org](mailto:apply@elizabethdolefoundation.org).**

## **PRIMARY RESPONSIBILITIES**

*The following list of duties is not exhaustive. EDF may also outline additional responsibilities that are not included in this job description.*

### **Face the Fight:**

- In coordination with the SVP, Strategic Initiatives, lead and manage all aspects of the Face the Fight coalition, including communications, day-to-day administrative and programmatic operations and management of coalition members, committees and working groups aligned with Founding Members and strategic partners.
- In coordination with the SVP, Strategic Initiatives, lead the expansion and outreach of the Face the Fight coalition and philanthropic donors, including but not limited to, nonprofits, corporations, foundations, and government agencies.
- Work with strategic partners and coalition members to build, communicate, and activate initiatives and programming around Face the Fight objectives and milestones.



- Effectively communicate vision, ideas, goals, and issues of FTF to internal and external stakeholders through in-person and virtual presentations and written communication.
- Build and manage a portfolio of events, including quarterly coalition meetings, partner engagement/cultivation opportunities, educational webinars, and virtual events.

**Campaign for Inclusive Care:**

- Working closely with the Senior Director of Programs, lead the expansion and outreach of the CIC within the US Department of Veterans Affairs
- Lead the expansion and outreach of inclusive care to civilian health care systems and medical student training programs.
- Work with health system partners and stakeholders to develop and execute strategic campaign actions, including identifying and building champions; mobilizing public support; leveraging media coverage; and other core strategies necessary for a successful culture change campaign.
- Manage day-to-day administrative and programmatic operations for the CIC in collaboration with prospective partners.
- Effectively communicate vision, ideas, goals, and issues of the Campaign to internal and external stakeholders through in-person and virtual presentations and written communication.

**Expectations for Both:**

- Monitor action items, deadlines, KPIs, and deliverables as required by the Campaign/ FTF grant and adjust plans to meet metrics as needed.
- Prepare and submit regular and ad hoc reports to EDF leadership, and other teams, as requested.
- Collaborate with internal Development Team on reporting requirements and grant submissions to funder and prospective funders.
- Assist larger EDF team on additional projects as needed that may directly or indirectly impact Campaign/ FTF activities.
- Other duties as assigned.

**MINIMUM REQUIREMENTS**

- Bachelor's Degree and 8+ years of experience in a professional office environment. Experience in non-profit sector preferred.
- Knowledge or prior use of CRM databases (e.g., Salesforce) required.
- Innovative and strategic with a demonstrated ability to execute and grow programs and initiatives as well as developing measurements and models to ensure maximum impact of those programs and partnerships.
- Highly energized with ability to engage and respond on a professional level to a broad range of stakeholders especially the ability to work with the military/veteran community and donors to provide excellent and timely customer service.
- Strong attention to detail and organizational skills.
- Strong verbal, written and analytical communication skills with the ability to engage with all levels of professionals from grassroots nonprofits to Fortune 500 CEOs.
- Excellent interpersonal skills with the ability to communicate clearly and accurately.



- Entrepreneurial, out of the box thinker.
- Ability to work independently or as part of a team in a fast-paced environment.
- Proficiency in Microsoft Office 365, SharePoint, and virtual meeting platforms.

### **COMPENSATION AND BENEFITS**

EDF's compensation strategy is based on equity and transparency. When determining salary offers, the candidate's directly applicable experience will be taken into consideration as well as internal equity within the range. This is a full-time position and the starting pay range is between \$90,000 and \$95,000 annually.

Benefits offered include generous company contributions towards medical insurance, company-paid dental and vision insurance, company-paid life insurance and short- and long-term disability, paid time off including paid holidays and paid parental leave. We also offer a retirement plan with an automatic company match, and the option to contribute towards a Flexible Savings Account for eligible medical, dependent care, parking and transit expenses.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- This position is in a hybrid work environment, working at least three days per week from the Washington, D.C. office.
- Ability to travel up to 25%.
- Ability to work remotely from home and within an office environment and have significant interaction via telephone, videoconference, IM, and email with EDF's national team.
- Ability to communicate orally. Hearing and vision within normal ranges for conversation and receiving/reviewing documents and information.
- Ability to routinely use standard office equipment such as computers, phones, photocopiers, and filing cabinets.
- Ability to sit for extended periods of time and extensive work at a computer monitor and phone.
- No heavy lifting expected, up to 10lbs occasionally.

Persons with mental or physical disabilities as defined by the Americans with Disabilities Act are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodations are made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible for this position.

*The Elizabeth Dole Foundation provides equal employment opportunity to all employees and applicants for employment. We prohibit discrimination and harassment of any type without regard to race, color, genetic information, religion, creed, national origin, sex (including pregnancy, childbirth, or related medical conditions), age, marital status, citizenship status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, disability status, protected veteran status, or any other characteristic protected under applicable federal, state, or local law.*