

## **FOUNDATION OVERVIEW**

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 is an icon and history maker but was first and foremost a caregiver to her husband, the late Robert J. Dole. Senator Dole's vision for EDF is to ensure that no military or veteran caregiver, or "[hidden heroes](#)", face their new and often difficult journey without support.

Face the Fight, founded by USAA and its founding partners Reach Resilience and the Humana Foundation, is working to break the stigma surrounding suicide in the military community by raising awareness and fostering real, open conversations around support and hope. One key element of the initiative is the Face the Fight Coalition, a growing cohort of corporations, foundations, nonprofits, and government liaisons charged with raising awareness and support. EDF leads this coalition.

## **POSITION PURPOSE**

The Face the Fight **Administrative and Events Coordinator** will be responsible for supporting the planning, organization, and execution of a range of events and administrative functions. This role combines elements of administrative support, program coordination, and event management to ensure the successful operation and outreach of the Coalition's initiatives. The position also supports the Coalition's mission to engage all levels of professionals from grassroots nonprofits to Fortune 500 CEOs.

## **PRIMARY RESPONSIBILITIES**

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

### **Administrative Support:**

- Provide administrative support to the Coalition Manager, Director and other leadership staff.
- Process and respond to general inquiries via phone, email, and online communication.
- Maintain files, records, and databases ensuring data integrity and effective filing systems.
- Assist with scheduling and preparation of meeting materials, presentations, and documentation.

### **Program Coordination:**

- Provide support for the Coalition's committees and working groups, including but not limited to, the FTF Executive Committee, Communications & Engagement Committee, and the Scientific Advisory Committee.
- Assist with preparation and logistics for meetings and events.

### **Event Coordination:**

- Assist in planning and managing a portfolio of events, including but not limited to, quarterly coalition meetings, partner engagement/cultivation opportunities, educational webinars, and virtual events.
- Lead pre-planning logistics, on-site management, execution, and post-event wrap-up for selected events.
- Manage invitations, VIP and speaker arrangements, stakeholder engagement, and draft agendas/run-of-show planning.

### **MINIMUM REQUIREMENTS**

- Bachelor's degree and 2+ years' experience in a professional office environment
- Strong background in scheduling, research, communication skills, organization, and writing.
- Proficiency in Microsoft Office 365, SharePoint, and virtual meeting platforms.
- Knowledge or prior use of CRM databases (e.g., Salesforce) required.
- Excellent interpersonal skills with the ability to communicate clearly and accurately.
- Demonstrated professional standards with an unwavering commitment to ethical conduct.
- Ability to work independently or as part of a team in a fast-paced environment.
- Energetic, optimistic, with a passion for helping others and maintaining positive relationships.
- Highly energized with ability to engage and respond on a professional level to a broad range of stakeholders, from grassroots nonprofits to Fortune 500 CEOs.
- Ability to work with the military/veteran community and donors to provide excellent and timely customer service.

### **SUPERVISORY RESPONSIBILITIES**

This position does not have direct supervisory responsibilities.

### **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. The starting pay range is between \$21.63 and \$23.56 per hour.

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 a hybrid role based out of Washington, DC with expectations to be physically in the office 3 days/week and as needed.
- 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.

**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).**



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.*