

Dole Caregiver Fellows Program Manager

ORGANIZATIONAL OVERVIEW

The Elizabeth Dole Foundation (EDF) is the nation's preeminent organization empowering, supporting, and honoring America's 14.3 million military caregivers—the spouses, parents, family members, and friends who care for our nation's wounded, ill, or injured veterans. Founded in 2012, EDF takes a comprehensive approach in its advocacy, working with leaders in the public, private, nonprofit and faith communities to recognize military caregivers' service and promote their well-being. Its mission and goal is to empower military and veteran caregivers, their families, and their communities through programs, partnerships, and advocacy that drive innovation and sustainable solutions.

POSITION OVERVIEW

The Elizabeth Dole Foundation is seeking an experienced and dynamic Program Manager to lead the strategic development, execution, and growth of the Dole Caregiver Fellows program. This pivotal role involves overseeing the full lifecycle of the Fellows program—from candidate recruitment and onboarding to ongoing engagement and program expansion.

The Fellows Program Manager will serve as the primary liaison with Fellows, stakeholders, and partner organizations, ensuring that the program continues to elevate the voices of military and veteran family caregivers and deliver impactful support and advocacy. The role operates under the guidance of the Director of Caregiver Engagement and supervises the Fellows Program Coordinator, leveraging their support to ensure seamless program delivery. The ideal candidate is a proactive leader with excellent relationship management skills, a deep commitment to the Foundation's mission, and personal or lived experience as a caregiver, which informs their understanding and passion for the work.

Applicants from the Washington, DC metro area are preferred, but EDF is open to hiring this as a hybrid or remote (with travel) position, if necessary. To apply, please submit a cover letter and resume to apply@elizabethdolefoundation.org with the subject line: "Fellows Program Manager – [Your Name]". This position will close on Friday, October 17 or once EDF has received 200 qualified applications, whichever happens first.

POSITION PRIMARY RESPONSIBILITIES

Note: This description of responsibilities is not exhaustive. EDF may also outline additional responsibilities that are not included in this Job Description.

Program Leadership & Strategic Development

- Lead the recruitment, selection, and onboarding of new Fellow cohorts, ensuring alignment with program goals and diversity objectives.
- Develop and implement strategic initiatives to enhance Fellow engagement, leadership development, and advocacy impact.
- Oversee the planning and execution of Fellows' DC week, in-person training, Hill Day advocacy events, and special program initiatives.
- Support the development and implementation of the Fellows curriculum to enhance program effectiveness and participant engagement.
- Establishing KPIs to measure and monitor Fellows program success and progress.

- Collaborate with internal teams to design and deliver enrichment sessions, webinars, and virtual community-building activities for Fellows and the Hidden Heroes Caregiver Community (HHCC).
- Manage relationships with external stakeholders, including military- and/or caregiver-related organizations, national advocacy groups, and partners, to expand program reach and opportunities.

Fellows Engagement & Communications

- Serve as the primary point of contact and ongoing support for Fellows, providing guidance, mentorship, and program updates.
- Oversee all communications from the Foundation to Fellows via email, social media, and other platforms, ensuring consistent, timely, and meaningful engagement.
- Coordinate with the Fellows Program Coordinator to administer Fellow benefits such as welcome packages, birthday cards, holiday gifts, etc.
- Facilitate the collection and sharing of Fellow stories, achievements, and updates to highlight their advocacy efforts, personal journeys, and contributions to their communities.

Operational & Data Management

- Oversee the Fellows application process, including managing inquiries, establishing and applying criteria for reviewing applications, and coordinating interviews.
- Work closely with the Fellows Program Coordinator to maintain accurate and up-to-date Fellows records within the Salesforce platform, including tracking milestones, engagement activities, and program impact metrics.
- Prepare bi-weekly reports for Foundation leadership, summarizing Fellows' activities, program developments, and upcoming initiatives.

Event Planning & External Representation

- Lead the coordination of Fellows' participation in Foundation events, national conferences, and partner engagements.
- Represent the Foundation at external meetings and conferences related to caregiver advocacy and military family support.
- Support the development of outreach materials and presentations showcasing the Fellows program and its impact.

Team Collaboration & Program Enhancement

- Participate in weekly strategic team meetings with the Director of Caregiver Engagement, the Fellows Program Coordinator, and Foundation Programs team members to review program progress.
- Foster a collaborative environment across teams to ensure alignment on program goals and activities.
- Identify opportunities for innovation and expansion of the Fellows program, including new partnership development and advocacy initiatives.

EDUCATION AND EXPERIENCE

- Bachelor's degree in nonprofit management, public administration, social sciences, or a related field.
- Experience with database management systems, such as Salesforce, including maintaining accurate records and tracking program metrics.
- Experience developing or overseeing curricula for leadership development.
- Experience designing and applying Key Performance Indicators to assess program performance.
- Minimum of 3 years of experience in program and/or project management, preferably within nonprofit, military, veteran, or caregiver support organizations.

SKILLS AND COMPETENCIES

- Experience working directly with military and veteran caregivers or in programs in the care sector, preferably with lived experience.
- Familiarity with the EDF's Fellows Program or similar leadership development initiatives.
- Knowledge of the unique challenges faced by military and veteran caregivers and experience developing targeted programs or resources.
- Strong organizational and project management abilities, with the capacity to prioritize and handle multiple tasks effectively.
- Strong interpersonal skills and the ability to build relationships within the military and veteran caregiver community and with diverse stakeholders.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant software tools.
- Ability to work independently and collaboratively within a team environment.
- Flexibility to adapt to changing priorities and deadlines.
- Excellent written and verbal communication skills.
- Experience coordinating with partners, volunteers, or senior leaders in military/veteran communities.
- Demonstrated ability to develop and implement community engagement and support strategies for a target population, preferably caregivers.
- Passion for empowering and advocating for military and veteran caregivers.

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 with a starting pay range between \$65,000 and \$80,000 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.

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.