



The Elizabeth Dole Foundation

Chief Communications Officer

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About The Elizabeth Dole Foundation

A nonpartisan organization founded in 2012, the Elizabeth Dole Foundation (EDF) is the nation's preeminent organization empowering, supporting, and honoring America's 14.3 million military caregivers who care for our nation's wounded, ill, or injured veterans.

Its mission is to empower military and veteran caregivers, their families, and communities through programs, partnerships, and advocacy that drive sustainable solutions.

EDF takes a comprehensive approach in its work, partnering across public, private, nonprofit, and faith communities to recognize military caregivers' service and promote their well-being. The Foundation is dedicated to four key areas of impact:

- Strengthening Emotional & Mental Wellbeing
- Growing & Sustaining Economic Mobility
- Improving Support & Outcomes for Caregiver Youth and Families
- Fostering Supportive Care Ecosystems for Veterans & Their Caregivers

Position Overview

Now is an inflection point for EDF and the nation's military and veteran caregivers. Momentum, resources, and partners have aligned—giving EDF the platform to put caregiver voices at the center of policy, practice, and culture.

EDF is recruiting a communications professional to take on this role of Chief Communications Officer (CCO). The CCO will create a centralized communications function that delivers strategic alignment, consistent brand voice, and audience-centric messaging across all channels. This position serves on the Foundation's Executive Management Team and ensures EDF's strategic communications and marketing goals are met. The individual reports directly to the Chief Executive Officer and works closely with the Chief Operating Officer and Chief Development Officer.

The CCO will ensure caregivers and Dole Fellows remain the primary storytellers—serving as EDF's editor and coach—growing the national coalition dedicated to this effort.

The CCO will lead an integrated internal team responsible for brand, marketing, media relations, stakeholder engagement, social and online presence, and data analytics. In the first 3-6 months, the CCO will assess assets and opportunities and present an integrated communications and marketing strategy, including resource projections.

Specifically, the CCO will:

- **Strategy & Leadership:** Set and drive an integrated communications strategy aligned to EDF's mission and Strategic Plan; define audiences, goals, and KPIs; advise the CEO and align priorities on the Executive Management Team.
- **Team & Operations:** Lead and develop a high-performing communications team; manage agencies and budgets; ensure accountability and KPI tracking.
- **Brand & Editorial:** Own brand and messaging; ensure one cohesive voice across channels; serve as editorial lead elevating caregiver and Dole Fellow stories grounded in research and data.
- **Media & Reputation:** Direct proactive/reactive media outreach and rapid response; serve as an on-the-record spokesperson as needed.

- **Issues & Risk:** Anticipate emerging issues and manage reputation risk with disciplined, scenario-based communications.
- **Digital & Analytics:** Oversee web, email, social, and core publications; use analytics to inform planning and continuous optimization.
- **Partnerships & Development:** Partner with Development to amplify campaigns and events (including Heroes & History Makers) and support donor communications; showcase impact with partners.
- **Executive & Internal Communications:** Run executive visibility and align internal communications to ensure message discipline and a consistent stakeholder experience.

Experience & Qualifications

The CCO will possess at least 15 years of broad-based communications experience, including direct management of a team and service at the executive level.

The ideal candidate delivers multiple complex projects and demonstrates excellent judgment, strong influencing skills, political astuteness, and business acumen. This individual serves as a trusted advisor to the C-suite and other key constituents and brings a demonstrated track record in executive communications and support.

Candidates will have/be:

- A bachelor's degree (advanced degree preferred).
- Strong experience developing and leading communications, brand, advocacy, and marketing campaigns.
- Lived or professional experience connected to the military/veteran and/or caregiving community is strongly preferred.
- A confident, persuasive leader able to advance the ideas of other leaders as well as their own.
- Experience as a credible partner with outside agencies, giving clear feedback and vision for big-picture goals.
- A data-driven mindset, analytical skills, and orientation toward measurement.
- A creative storyteller who can bring EDF's compelling stories to life, creating narratives that resonate with EDF's audiences.
- Genuine empathy for the military and caregiver communities it serves.

Location: EDF supports a hybrid and caregiver/military-friendly work environment in Washington, D.C.; in-person time in the office is required, and team members are expected to be present at events on weeknights and weekends, as necessary. Some travel may be required.

Compensation & Benefits

Compensation for this role will reflect a range of factors including relevant experience, demonstrated expertise and other considerations. EDF's good faith starting salary estimate for this position is \$225,000 to \$250,000. A comprehensive benefits package, including up to 90% healthcare coverage, 401(k) match, flexible/hybrid work environment, family leave, commuter benefits, and generous PTO, will be offered to attract the most qualified candidates.

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.

Vetted Solutions

Vetted Solutions is a Washington, D.C. based executive search firm specializing in association and nonprofit recruiting and consulting. We focus on CEO and senior staff positions.

For confidential consideration, please email your resume and cover letter to:

EDFCCOSearch@vettedsolutions.com or call +1 (202) 544-4749.

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