

POSITION DESCRIPTION

TITLE: Vice President of Data Strategy & IT

CLASSIFICATION: Exempt

REPORTS TO: Chief Operating Officer

DATE: May 2026

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 innovative, impactful, and sustainable solutions.

POSITION OVERVIEW

The Vice President of Data Strategy & Information Technology serves as the Foundation's senior leader responsible for enterprise data strategy, technology infrastructure, and systems integration. This role provides vision, governance, and execution across the organization's full technology ecosystem, including CRM, marketing technology, analytics, financial systems, and IT operations. This key member of the leadership team will ensure all platforms effectively support mission delivery, donor engagement, financial stewardship, and organizational growth.

Working closely with outside consultants, as appropriate, the VP will establish and drive a unified data and technology strategy while safeguarding data integrity, developing system interoperability, and providing scalable infrastructure. This individual will oversee internal staff and external partners (MSP, Salesforce consultants, and other vendors), while aligning cross-functional stakeholders around consistent processes, reporting, and decision-making frameworks. The role requires a strategic, enterprise mindset paired with operational fluency, with the ability to progress toward a long-term vision while ensuring day-to-day systems function reliably and efficiently.

This position must be in the Washington, DC area and is a hybrid position (at least 3 days/week in the D.C. office). Interested applicants should send a resume and cover letter to Elizabeth Field, Chief Operating Officer, at apply@elizabethdolefoundation.org.

PRIMARY RESPONSIBILITIES

Enterprise Data & Technology Transformation

- Partner with an outside consultant to assess existing data and technology and develop and execute a comprehensive data and technology roadmap aligned with organizational priorities and growth.
- Establish governance frameworks to ensure data accuracy, consistency, security, and accessibility across all systems.
- Serve as the organization's authority on data strategy, analytics, and systems architecture, enabling informed decision-making at the executive and board levels.
- Lead enterprise-wide digital transformation to future-state and consistent technologies, including potential migration to Salesforce Nonprofit Cloud.
- Establish governance frameworks to ensure data accuracy, consistency, security, and accessibility across all systems.
- Serve as the organization's authority on data strategy, analytics, and systems architecture, enabling informed decision-making at the executive and board levels.

CRM, Marketing Technology & Analytics Leadership

- Provide executive oversight of the organization's CRM and marketing technology stack, including Salesforce, Account Engagement (Pardot), Tableau, and Power BI.
- Ensure systems effectively support fundraising, marketing, membership, program engagement, and financial reporting.
- Oversee development of dashboards, reporting frameworks, segmentation strategies, and performance analytics across departments.
- Drive adoption of best practices in data governance, campaign tracking, and audience insights.

Data Integration, Systems Optimization & Infrastructure

- Ensure a "single source of truth" across CRM, financial systems (Sage Intacct, Bill.com), marketing platforms, and external data sources.
- Oversee and optimize integrations across systems, addressing data mismatches, redundancies, and inefficiencies.
- Assess and streamline third-party tools and customizations to reduce complexity and improve system performance.
- Partner with Finance and Operations to ensure data integrity and alignment across financial and operational systems.

IT Operations & Vendor Management

- Oversee IT operations in partnership with the organization's Managed Service Provider (MSP), including Microsoft 365, Teams/SharePoint, device management, and user support.
- Ensure infrastructure, security practices, and system performance align with organizational needs and best practices.
- Serve as the primary executive liaison for all technology vendors and consultants, managing contracts, performance, and strategic alignment.
- Lead major technology initiatives, including Microsoft Teams/SharePoint migration, CRM optimization, and enterprise system enhancements.

Leadership & Cross-Functional Alignment

- Lead and develop a high-performing Data & IT team, including direct oversight of roles focused on analytics and Salesforce administration/development.
- Establish clear priorities, workflows, and accountability to ensure alignment across Development, Marketing, Programs, Finance, and Operations.
- Drive organization-wide adoption of standardized processes for data entry, reporting, segmentation, and campaign management.
- Act as a trusted partner to senior leadership, ensuring technology investments support mission impact and operational excellence.

MINIMUM REQUIREMENTS

- 10+ years of experience in data strategy, information technology, CRM leadership, or marketing technology, with increasing leadership responsibility.
- Demonstrated success leading enterprise data and technology transformations in complex, multi-system environments.
- Expertise in Salesforce (Sales Cloud; Nonprofit Cloud a plus) and marketing automation platforms such as Account Engagement (Pardot).
- Strong experience with analytics and data visualization tools (Tableau, Power BI, or similar).
- Familiarity with financial systems and integrations (e.g., Sage Intacct, Bill.com).
- Proven ability to establish data governance, improve data quality, and integrate disparate systems.
- Experience managing vendors, MSPs, and cross-functional technology projects.
- Strong leadership, communication, and stakeholder management skills.
- Ability to translate complex technical concepts into clear business insights and strategies.
- Nonprofit or mission-driven organization experience strongly preferred.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Ability to have significant interaction via telephone, videoconference, IM, and email with EDF's national team and supporters.
- Ability to routinely use standard office equipment such as computers, phones, photocopiers, and filing cabinets.
- Ability to sit for prolonged periods.

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. The starting pay range is between \$170,000 to \$190,000 annually, with the potential for a higher start pay level based on experience, expertise, and demonstrated success.

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.