



**Elizabeth Dole Foundation**  
CARING FOR MILITARY FAMILIES

**TITLE:** Manager, Strategic Initiatives  
**REPORTS TO:** Senior Vice President, Strategic Initiatives

**CLASSIFICATION:** Full-Time / Exempt  
**DATE:** July 2026

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## **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 PURPOSE**

The Manager of Strategic Initiatives plays a critical role in advancing the operational effectiveness, partner engagement, and strategic execution of the Elizabeth Dole Foundation's (EDF) Strategic Initiatives work with a primary focus on Face the Fight — a national coalition focused on reducing veteran suicide through collaboration across nonprofit, corporate, philanthropic, and government partners. Reporting to the Senior Vice President, Strategic Initiatives, this role supports the Strategic Initiatives team by managing coalition relationships and engagement, and ensuring coalition data is leveraged and translated into clear insights to inform decision making. The Manager works cross-functionally to keep priorities aligned and initiatives on track, and helps position the coalition for sustained growth, innovation, and collective impact.

**This position must be in the Washington, DC area and work primarily in the D.C. office. Interested applicants should send a resume and cover letter to [apply@elizabethdolefoundation.org](mailto:apply@elizabethdolefoundation.org) by Friday, August 7.**

## **PRIMARY RESPONSIBILITIES**

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

### **Coalition Management & Engagement**

- Manage a diverse portfolio of partners, deepening engagement, investment, and participation across the coalition
- Manage Face the Fight/EDF grant compliance oversight with the SVP, maintaining documentation, monitoring funder requirements, and implementing reporting processes
- Support coalition growth, onboarding, and ongoing member engagement strategies
- Assist with coalition engagement structures including member tiering, onboarding frameworks, and review processes
- Contribute to coalition survey design, membership analysis, and data review processes
- Provide data and planning support for convenings, partner activations, program pilots, and other opportunities
- Develop and maintain SOPs for coalition operations, data management, reporting cycles, and planning processes

## **Communications & Storytelling**

- Translate coalition data and activity into stories that highlight impact, progress, and key milestones
- Support the development and execution of coalition communications in partnership with internal teams and external partners
- Draft and edit a range of content, including newsletters, talking points, reports, and partner communications

## **Insights & Performance Tracking**

- Lead ongoing data quality initiatives in partnership with the EDF Strategic Initiatives Senior Coordinator, ensuring Salesforce and Asana records are clean, current, and consistent
- Track coalition engagement, activities, and key performance indicators to inform priorities
- Support strategic plan and annual operating plan (AOP) reporting and tracking, and synthesize updates for leadership review
- Build and manage dashboards that give leadership real-time visibility into coalition engagement, KPI progress, and initiative performance
- Support surveys and feedback efforts; synthesize findings into actionable insights

## **Planning & Execution Support**

- Develop reports and storytelling that highlight coalition impact and progress
- Support implementation of the annual operating plan and team priorities
- Prepare materials, briefings, and presentations for internal and external stakeholders
- Analyze coalition trends and engagement data to identify opportunities, risks, and strategic recommendations for leadership

## **SUPERVISORY RESPONSIBILITIES**

This position does not have direct supervisory responsibilities at this time.

## **MINIMUM REQUIREMENTS**

- Bachelor's degree required
- 4+ years of experience in program management, nonprofit operations, partnerships, or a related field
- Strong organizational and project management skills, with the ability to manage multiple priorities while maintaining attention to detail and deadlines
- Ability to translate information into clear, actionable insights for diverse audiences
- Experience with Salesforce or similar CRM; familiarity with Asana or similar project management tools preferred
- Demonstrated comfort working with data; including pulling, organizing, and interpreting information to support decisions and reporting; essential for this role
- Experience developing reports, dashboards, and performance metrics; familiarity with Tableau, Power BI, or other data visualization tools preferred.
- Strong written and verbal communication skills, including experience developing presentations, reports, executive briefings, and stakeholder communications.
- Ability to work both independently and collaboratively in a fast-paced environment
- Commitment to EDF's mission; familiarity with the military and veteran community is a plus

## **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 \$65,000-\$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.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- This is a full-time exempt position based in Washington, DC. The Elizabeth Dole Foundation is currently a hybrid (remote/in office) workplace, with an expectation of three working days in the Washington, DC office weekly.
- Ability to travel up to 15%.
- 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 and stakeholders.
- 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 15 lbs. 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.*