



POSITION DESCRIPTION

TITLE: Director of Events & Convenings

CLASSIFICATION: Exempt

REPORTS TO: Vice President of Events

DATE: September 2026

ABOUT THE ELIZABETH DOLE FOUNDATION

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

Reporting to the Vice President of Events, the Director of Events and Convenings will play a leadership role in conceptualizing, planning, and executing the Foundation's high-profile events, both in-person and virtual, including the annual Heroes & History Makers Gala, National Convening, Hidden Helpers Summit, policy briefings, and stakeholder engagement events. Reporting to the Vice President of Events, the Director will ensure all events are executed with excellence, reflect the Foundation's mission and brand, and serve strategic goals related to fundraising, stakeholder engagement, and public awareness.

This position must be in the Washington, D.C. area and work a minimum of three days in the office.

Interested applicants should send a resume and cover letter to apply@elizabethdolefoundation.org.

PRIMARY RESPONSIBILITIES

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

Event Strategy & Planning

- Spearhead and organize all logistical details for Foundation events, including the annual Heroes and History Makers event, the annual National Convening, the annual Hidden Helpers Summit, Dole Caregiver Fellows DC visits, major fundraising events, educational and engagement programs, webinar series, receptions, and any events with partner organizations.
- Assist with the preparation of the CEO and Senator Dole ahead of major Foundation events and engagements.
- Help coordinate and review promotional materials for all Foundation events (including signage, briefing documents, and any event collateral for earned/social media).
- Assist with Foundation presentations/collateral as needed.
- Provide research support as requested.

Event Execution

- Lead the strategic planning, development, and execution of conferences, leadership forums, and special events for audiences of up to 100 attendees from concept through post-event evaluation.
- Coordinate and oversee vendor management, and serve as a staff liaison to VIPs, guests, vendors, and program participants.
- Serve as the project lead for all phases of event management, including budgeting, timeline development, logistics, vendor management, registration, and on-site execution.



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- Identify and mitigate operational risks by developing contingency plans and ensuring compliance with organizational policies and safety standards.

Team & Cross-Functional Leadership

- Be a creative and strategic thinker who leverages all Foundation events to enfranchise and engage current and potential stakeholders, thought leaders, and decision makers.
- Oversee the professional growth, development, and event portfolio of the Events Intern.
- Collaborate closely with Development, Communications, Programs, and Executive teams to ensure alignment on event content, goals, and execution.

Stakeholder & Sponsor Engagement

- Work with and serve as primary contact for external event partners; coordinate with internal and external teams to secure bids and contracts for approval.
- Serve as a lead ambassador for the Foundation with corporate partners, event sponsors, vendors, media, press, elected officials, and all stakeholders who support or participate in Foundation events.

Evaluation & Reporting

- Track event performance metrics and provide post-event reporting, analysis, and recommendations for continuous improvement.
- Contribute to grant reporting and proposals related to events.
- Work to ensure data integrity with respect to all databases and contact lists, as they relate to events; assist with entering contact information for key constituents and stakeholders, and update the Foundation's databases as needed.
- Record, transcribe, and distribute minutes for event-related meetings as needed.

MINIMUM REQUIREMENTS

Required:

- Bachelor's Degree, with 5-7 years' experience in event management and/or development in a professional office environment, preferably in a non-profit setting.
- Prior experience providing administrative, logistical or customer support for an organization (with adequate technical proficiency both online and in-person).
- Demonstrated ability to execute both in-person and virtual events, and the ability to pivot events as needed.
- Must be detail oriented, with the ability to listen and communicate (both verbally and in writing) clearly and accurately.
- Extensive proficiency in the areas of Word, Excel, and PowerPoint.
- Highly energized with ability to engage and respond on a professional level to a broad range of stakeholders; especially the ability to work with military caregivers and donors to provide excellent and timely customer service.
- Ability to work in a fast-paced environment and meet tight deadlines.
- Demonstrated professional standards and unwavering integrity and ethical conduct.



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- Able to satisfactorily perform duties and assigned tasks with little or no supervisory oversight.
 - Excellent organizational and interpersonal skills.
 - Demonstrates energy, optimism, and passion for helping others.

Preferred:

- Familiarity with the Military and Veteran Community
- Knowledge or prior use of Salesforce, Cvent, Survey Monkey, or other similar database systems.

SUPERVISORY RESPONSIBILITIES

This position will 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. This is a full-time position with a starting pay range between \$85,000 and \$95,000 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.