



PROGRAM MANAGER, MENTAL WELLNESS

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 strengthen, empower, and support America's military and veteran caregivers and their families by raising public awareness, driving research, championing policy, and leading programs and partnerships that make a significant impact on the lives of those who have served our nation and their families.

POSITION PURPOSE

The Program Manager, Mental Wellness supports the implementation, delivery, and ongoing expansion of the Elizabeth Dole Foundation's caregiver mental wellness programming. Working under the direction of the Senior Director, Programs, the Manager is responsible for day-to-day operations of mental wellness offerings, to include: scheduling and hosting programmatic activities, engaging with program participants directly, administrative responsibilities to enable monitoring, evaluation, and assessment of offerings, and collaboration with contractors, partners, stakeholders, and teammates.

The position is responsible for turning EDF's mental wellness model into lasting community infrastructure: supporting the establishment of a caregiver-informed framework for ongoing mental wellness support, developing caregivers as peer leaders and advocates, and building community-rooted support networks. The Manager provides data and input to the Senior Director to assist with the Foundation's mental wellness thought-leadership activities, including making recommendations based on findings, current trends and observations. The Manager provides materials for partner and stakeholder briefings, to help position EDF as a national voice on caregiver mental wellness. EDF's mental wellness programs are non-clinical, and the Manager ensures clear policies and processes to assist caregivers in accessing clinical and higher levels of care when needed.

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

Mental Wellness Programming

- Manage day-to-day program operations, including scheduling, registration, cohort management, participant communications, and pilot implementation.
- Coordinate contracted and caregiver peer facilitators to ensure consistent, safe delivery aligned with established curricula.
- Maintain participant safety protocols, escalation procedures, and clinical referral pathways in collaboration with the Senior Director and Resource Navigation team.,
- Coordinate with the funded research partner, monitor workplans and deliverables, and escalate concerns to the Senior Director.
- Support development of a caregiver-informed mental wellness framework and recommend program improvements based on research, evaluation data, caregiver feedback, and emerging trends.

Peer Leadership, Partnerships & Sustainability

- Maintain a caregiver mental wellness referral network and recommend prospective partners and funding opportunities.



- Develop and support a caregiver peer leadership pathway, including recruitment, training, ongoing support, and opportunities to serve as facilitators, leaders, and advocates.
- Develop and track a sustainability plan for continuing peer leadership, community networks, and partnerships beyond the pilot.

Dissemination & Representation

- Coordinate abstracts, co-authors, and timelines for papers, reports, briefs, and other dissemination activities.
- Represent EDF at conferences, webinars, convenings, and partner events.
- Prepare data summaries, talking points, and briefing materials for leadership meetings with funders, policymakers, and partners.

Data, Measurement & Reporting

- Ensure consistent use of program assessments and maintain accurate data in Salesforce.
- Track enrollment, retention, outcomes, community engagement, referrals, partnerships, peer leaders trained, pilot reach, and other key measures.
- Prepare program, impact, and grant reports; communicate progress, challenges, and opportunities; and synthesize caregiver and partner feedback to support continuous improvement.

EDUCATION, EXPERIENCE & SKILLS:

Required:

- Bachelor's Degree preferably in social work, mental health, counseling, psychology, or other related field.
- 3+ years of experience in programming and management or community-based services with caregiver, military, or veteran populations within a nonprofit or similar office environment
- Strong literacy in Microsoft Office, Outlook, Excel, SharePoint, and virtual meeting platforms; previous use of Salesforce or another CRM database.
- Demonstrated initiative, sound judgment, and problem-solving skills/strategy.
- Ability to engage and respond on a professional level to a broad range of stakeholders, especially the ability to work with military caregivers, partners and donors to provide excellent and timely customer service.
- Strong project management skills; highly organized; detail oriented; with the ability to manage multiple programs, partners and deliverables within established program guidelines and timelines.
- Data literacy; ability to collect, analyze, and clearly report program data.
- Exceptional written communication skills, including grant reports, abstracts, and program materials.
- Exceptional presentation and group facilitation skills.
- Meets the highest standards of integrity and ethical conduct.
- Respects confidentiality, acting with discretion when required.
- Reliable and dependable.
- Passionate about the Foundation's mission of empowering military and veteran caregivers, their families, and their communities.
- Demonstrates energy, optimism, and a commitment to helping others, while maintaining a sense of humor and warm relationships with colleagues and partners.

Preferred:

- Experience with mental health, behavioral health, or wellness programming.
- Experience monitoring partners and reporting



WORK ENVIRONMENT

- This position is in a hybrid work environment, working at least three days per week from the Washington, D.C. office.
- Ability to travel up to 10%
- Must be available to work business hours with some evening programming (e.g., Care Groups at 5 p.m. ET) and occasional weekend work.
- 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.

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. The is a full-time position with a starting pay range between \$65,000 and \$75,000 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.