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 OVERVIEW

Reporting to the Vice President of Programs, the Senior Director of Economic Mobility leads the formulation and execution of the Elizabeth Dole Foundation's Economic Mobility pillar, which includes of a continuum of programs, services, and partnerships designed to move military and veteran caregivers and their families from economic crisis toward lasting financial security, well-being, and growth. The Senior Director provides program leadership, quality control, and coordination across each stage of the Initiative's continuum, ensuring caregivers can engage at whatever point fits their needs and move along the pathway as their goals evolve. EDF organizes the activities embedded in the economic mobility pillar around four phases: stability, strengthen, safeguard, and stretch.

The successful candidate will be an experienced, proactive, and entrepreneurial professional with a strong background in financial capability or economic mobility programming, prior experience managing program staff and contractors, and a proven ability to take programs from concept through launch and growth. Previous experience in the nonprofit field and familiarity with military and veteran families are strongly encouraged.

This position will be required to work a minimum of three days in the D.C. office. Interested applicants should send a resume and cover letter to apply@elizabethdolefoundation.org.

POSITION PRIMARY RESPONSIBILITIES

Note: This description of responsibilities is not exhaustive. EDF may also outline additional responsibilities that are not included in this Job Description.

- Lead the strategic direction, planning, and day-to-day execution of the Foundation's Economic Mobility pillar and Economic Mobility Initiative, translating the Initiative's model into a coherent continuum of offerings with clear entry points, eligibility, and pathways between stages.
- Design, launch, and manage programming that builds caregivers' financial capability, protects their assets, and grows income and long-term wealth through financial education, budgeting and debt management, matched savings, credit monitoring and fraud prevention, financial and legal preparedness, investment and estate planning, and return-to-work, employment, and entrepreneurship support.
- Coordinate and collaborate with the Director of Resource Navigation on crisis response, including emergency financial assistance, intake, and case management, to ensure caregivers receive initial

financial counseling, are guided to the right next stage, and experience seamless handoffs without duplication of effort.

- Build and manage a network of credentialed, contracted financial coaches and counselors, as well as employment and workshop consultants, establishing and enforcing vetting and conduct standards (including current credentials, acting in participants' best interest, prohibiting the sale of financial products, and maintaining professional liability insurance), and monitoring quality through participant feedback.
- Identify, cultivate, and manage relationships with financial institutions, employers, and other corporate, nonprofit, and government partners to secure funded and in-kind expertise in areas such as banking, credit management, investments, retirement, and wealth building, in partnership with the Development team.
- Oversee the selection, implementation, and administration of the Initiative's technology and participant tools, including the learning management system, financial assessment, budgeting, credit monitoring, and estate planning tools, and integrate them with the Foundation's CRM, ensuring participants' financial data is collected, stored, and protected appropriately.
- Develop and oversee the Initiative's input, output, and outcome metrics, tracking participant engagement, progression, trust, satisfaction, and validated financial well-being at intake and after participation to inform program improvements.
- Lead the preparation of funder reports for the Economic Mobility Initiative, including implementation, impact, and financial reports, by pulling program and participant data and drafting narrative content that captures progress, outcomes, and impact; contribute content to new proposals and funding requests.
- Manage the Economic Mobility program budget, tracking expenditures by program area and line item, monitoring cost per participant, and ensuring funds are allocated effectively to support program delivery.
- Collaborate across departments, particularly Development on funder relationships and reporting, Communications on outreach and engagement (including through EDF Connect and Dole Caregiver Fellows community events), Policy on caregiver economic issues such as paid family leave, and Impact & Strategy on evaluation.
- Build and manage a growing Economic Mobility team, including full-time staff and contractors, ensuring appropriate staffing, onboarding, and professional development, and assessing when contracted functions should transition to in-house roles as the Initiative scales.
- Represent the Foundation's economic mobility work externally with partners, funders, and policymakers, and at conferences and convenings.

EDUCATION, EXPERIENCE & SKILLS:

Required:

- Bachelor's Degree from a 4-year institution.
- 7+ years of experience in a professional office environment..
- 5+ years of experience in a non-profit program management role.
- 3+ years of direct experience in financial capability, financial coaching or counseling, asset-building, benefits navigation, workforce development, or another economic mobility field.
- Previous managerial experience is required, including managing staff and contracted service providers or vendors.

- Ability to engage and respond on a professional level to a broad range of stakeholders, especially the ability to work with military caregivers, corporate partners, and donors to provide excellent and timely customer service.
- Passionate about the Foundation's mission of empowering military and veteran caregivers, their families, and their communities.
- Working knowledge of asset-building and economic mobility frameworks, public benefits, financial products, and consumer financial protections relevant to low- and moderate-income households.
- Comfortable using data to define success metrics, evaluate program impact, and inform decisions.
- Strong interpersonal and relationship-management skills, including the ability to build and sustain partnerships with corporate, financial-sector, and philanthropic stakeholders.
- Detail oriented, with the ability to listen and communicate (both verbally and in writing) clearly, accurately, and succinctly.
- Confident public speaker and presenter.
- Meets the highest standards of integrity and ethical conduct.
- Respects confidentiality, acting with discretion when handling sensitive financial and personal information.
- Highly organized, with exceptional time-management skills.
- Reliable and dependable.
- Demonstrates energy, optimism, and passion for helping others, while maintaining a sense of humor and warm relationships with colleagues and partners.

Preferred:

- Master's degree in business, finance, public policy, social work, or a related field
- Experience designing and launching new programs, including curriculum or learning management system-based programming.
- Experience building partnerships with financial institutions, employers, or corporate funders.
- A professional credential such as Accredited Financial Counselor (AFC), Certified Financial Planner (CFP), or a similar certification.
- Experience working with informal family caregivers and/or military and veteran families.

SUPERVISORY RESPONSIBILITES

This position has direct supervisory responsibilities.

WORK ENVIRONMENT

- This is a full-time position working on a hybrid schedule in the DC office.
- Ability to travel up to 10%, including to partner meetings, conferences, and convenings.
- Ability to work remotely from home and within an office environment and have significant interaction

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 between $100,000 and $135,000 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.