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

The Elizabeth Dole Foundation is seeking an experienced and strategic Director to lead the vision, growth, and impact of the Dole Caregiver Fellows Development Program. The Director holds overall accountability for the full lifecycle of the 2-year Fellows Development Program, from candidate recruitment and selection, through curriculum, training, and engagement, to graduation and transition to the alumni network, and for ensuring the program delivers measurable leadership development and advocacy outcomes for military and veteran caregivers.

Reporting to the Vice President of Programs, the Director supervises the Fellows Development Program Manager and provides leadership and oversight of the program, including contracted assets. The Director sets program strategy, standards, and performance measures; serves as the senior Foundation representative for the Fellows program with external partners, stakeholders, and funders; and ensures that all activities and interactions that Fellows engage in serve the purpose of elevating the voices of military and veteran family caregivers. The ideal candidate is a proven people leader and strategic program builder with excellent relationship management skills, a deep commitment to the Foundation's mission, and experience as a caregiver or connection with the caregiver community, which informs their understanding and passion for the work.

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.

Program Leadership & Strategic Development

- Set the strategic vision, goals, and multi-year direction for the Fellows Development Program, in alignment with the Foundation's mission and broader program strategy.
- Provide oversight of the recruitment, selection, and onboarding of new Fellow cohorts, including establishing selection criteria and approving final cohort selections to ensure alignment with program goals and diversity objectives.
- Lead the design, development, evaluation, and continuous improvement of the Fellows leadership development curriculum to enhance program effectiveness and participant engagement.
- Establish, monitor, and report on Key Performance Indicators (KPIs) and outcome measures for the Fellows program, using data to inform program decisions and improvements.

- Provide strategic oversight of signature Fellows events and initiatives, including Fellows Week in DC, in-person training, Hill Day advocacy events in coordination with the Vice President for Government Affairs & Advocacy, and special program initiatives, ensuring alignment with program and advocacy goals.
- Develop and implement strategic initiatives to strengthen Fellow engagement, leadership development, and advocacy impact, including enrichment sessions and community-building activities for Fellows and the Hidden Heroes Caregiver Community (HHCC).
- Provide strategic guidance and recommendations to the Vice President of Programs to support the expansion, troubleshooting, continuous improvement, and refinement of the Fellows program, while strengthening alignment with other Foundation departments and programs.

Team Leadership & Supervision

- Supervise the Fellows Development Program Manager, setting clear goals, expectations, and priorities; providing regular coaching, feedback, and performance support; and conducting performance reviews.
- Lead the development, documentation, and continuous improvement of Fellows program processes, workflows, and standards to ensure consistent, timely, and high-quality program delivery.
- Lead collaboration via team meetings with Fellows program teammates and cross-department and program stakeholders, including Community Engagement, Policy, and Resource Navigation among others, to review program progress, resolve challenges, and align on priorities.

Partnerships & External Representation

- Grow relationships with stakeholders, other MSO/VSOs, and individual and corporate supporters to expand program reach and opportunities for Fellows.
- Identify, evaluate, and develop new partnerships and initiatives that expand and enhance the Fellows program.
- Serve as the senior Foundation representative for the Fellows Development program at external meetings, national conferences, and partner engagements related to caregiver advocacy and military family support.
- Provide oversight and serve as higher level reviewers of stakeholder and partner requests to engage Fellows, ensuring every engagement serves the purpose of elevating caregiver voices and is a meaningful use of Fellows' time.

Fellows Engagement & Communications Oversight

- Ensure Fellows receive consistent, timely, and meaningful support, guidance, and mentorship, and serve as the escalation point for complex Fellow needs or concerns.
- Set the strategy and standards for Foundation communications to Fellows across email, social media, and other platforms.
- Oversee the collection and use of Fellow stories, achievements, and impact to support Foundation communications, advocacy, development, and grant efforts.

Operations, Data & Reporting

- Oversee the integrity of Fellows program data within the Salesforce platform, ensuring accurate tracking of milestones, engagement activities, and program impact metrics.
- Prepare and present regular reports to the Vice President of Programs and Foundation leadership on program performance, outcomes, and upcoming initiatives.

- Support grant reporting and proposal development by managing, analyzing, and providing relevant program data, and contributing narrative content that captures program outcomes, impact, and emerging trends.
- Develop and manage the Fellows program budget in partnership with the Vice President of Programs, including tracking expenditures and ensuring resources are allocated effectively throughout the year.
- Other duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS

- Bachelor's degree in nonprofit management, public administration, social sciences, or a related field; advanced degree preferred.
- Minimum of 5 years of progressive experience in program management, including at least 3 years in a nonprofit program management role
- Managerial experience supervising and developing staff, with a proven ability to lead, coach, and hold staff accountable while fostering a collaborative, high-performing team culture.
- Demonstrated experience designing, overseeing, and evaluating leadership development curricula, with familiarity with EDF's Fellows Development Program or similar fellowship or leadership development initiatives.
- Experience designing and applying Key Performance Indicators and outcome measures to assess program performance and inform strategy.
- Experience working directly with military and veteran caregivers or in care-sector programs, with knowledge of caregivers' unique challenges and experience developing targeted programs or resources; lived experience preferred.
- Experience with database management systems, such as Salesforce, including overseeing data integrity and using program data for reporting.
- Experience contributing to grant proposals and grant reporting, and managing program budgets.
- Strategic thinker with the ability to translate vision into actionable plans, measurable goals, and results.
- Strong organizational and project management abilities, with the capacity to prioritize and manage multiple initiatives effectively.
- Strong interpersonal skills and the ability to build relationships within the military and veteran caregiver community and with diverse stakeholders, including senior leaders, partners, and funders.
- Excellent written and verbal communication skills, including presenting to senior leadership and external audiences.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant software tools.
- Flexibility to adapt to changing priorities and deadlines.
- Discreet; understands when confidentiality is required.
- Passion for empowering and advocating for military and veteran caregivers.

SUPERVISORY RESPONSIBILITES

This position has supervisory and team leadership responsibilities.

WORK ENVIRONMENT

- This is a full-time position working on a hybrid schedule from the DC-based office.
- Ability to travel up to 20% to support Fellows events, partner engagements, and opportunities in the DC area and across the nation.
- 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. This is a full-time position and the starting pay range is between $85,000 and $100,000 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.