

Manager of City and Community Initiatives

Description

The Elizabeth Dole Foundation is looking for an experienced leader to join the team as the Manager of the City and Community Initiatives. In this capacity, he or she will oversee all elements of the Foundation's Hidden Heroes Cities program including, planning, implementation, and execution. Day-to-day operations include communication with Hidden Heroes Cities contacts, outreach to prospective cities, coordination of local events, tracking community engagement, measuring programmatic impact, and working with the program's lead sponsor, Comcast, and other funders and partners. This position works closely with the Director of Strategic Initiatives to align the program's goals with the Foundation's overall strategic plan, as well as with specific external partnerships and programs.

Responsibilities

- Serve as the main point of contact for all cities and counties who are part of the Hidden Heroes Cities program, including developing and stewarding personal relationships with city and county leadership
- Work with the Director of Strategic Initiatives and VP of Operations to implement a Hidden Heroes Cities program plan; develop and execute a replicable blueprint and impact model that tracks key measurable goals across the program
- Work with Hidden Heroes Cities and community points of contact to execute the program plan: identify military and veteran caregivers in the community, educate communities about the needs of military caregivers and their unique journeys, and connect caregivers to the support resources available to them
- Collaborate with city leadership, local MSOs, VSOs, and caregiver support organizations to help strengthen and streamline local services for military caregivers
- Coordinate engagements and programs in existing Hidden Heroes Cities, and spearhead outreach and follow-up to prospective cities
- Track Hidden Heroes Cities-related meetings, activities, and events in line with program measurement tracking, and to ensure processes are carried out in a timely manner
- Monitor Hidden Heroes Cities expenses and create city reports; recommend changes and adapt as necessary
- Work with the Foundation's Communications Manager to report externally about City success stories, events, activities, and announcements
- Develop and manage timelines for all Hidden Heroes Cities activities, and work with Manager of Special Events to coordinate and execute events in select cities across the nation

Requirements

The Elizabeth Dole Foundation is looking for a nonprofit professional in the DC area with option for remote work. The applicant should have excellent verbal and written communication skills, with adequate proficiency in Microsoft Office. Experience working with the Military and Veteran Community will be considered when choosing the best applicant for this position.

- Bachelor's degree, with 5+ years' experience in a nonprofit (or equivalent) office environment
- Prior experience working with local government and/or on grassroots campaigns or initiatives is preferred
- Familiarity with military culture and/or the issue of family caregiving preferred
- 30% travel is expected
- Highly energized, able to engage and respond on a professional level to a broad range of stakeholders
- Must be detail oriented, with the ability to listen and communicate (both verbally and in writing) clearly and accurately
- Ability to work in a fast-paced environment to meet tight deadlines
- Demonstrates unwavering integrity and ethical conduct
- Able to satisfactorily perform duties and assigned tasks with little supervisory oversight
- Is discreet; understands when confidentiality is required
- Excellent organizational skills
- Outstanding interpersonal skills, with a passion for helping others
- Reliability/dependability

To Apply

Please submit a cover letter and resume in PDF format to:

Pavel Sullivan, Vice President of Operations
pavel@elizabethdolefoundation.org