

Campaign for Inclusive Care Program Manager

The Elizabeth Dole Foundation is looking for a qualified Program Manager for our flagship Campaign for Inclusive Care initiative. The Program Manager will work with the Director of Strategic Initiatives and Senior Project Consultant to oversee the day-to-day operations of the Campaign for Inclusive Care. The Program Manager will ensure all team members have what is needed to meet the deadlines and milestones set by the Campaign's leadership. In this role, it is critical that the Program Manager be familiar with every aspect of the project, including all short and long-term goals, the entire project calendar, all key stakeholders, and budgeting details.

Responsibilities

- Work with Director of Strategic Initiatives and the Campaign for Inclusive Care's Senior Project Consultant to coordinate activities across 5 program teams (Administrative, Quality Improvement, Solutions, Success, Learning) and ensure all teams are adhering to program timeline
- Work with Director of Strategic Initiatives, Senior Project Consultant, Learning Team and External Partners to assist in development of Campaign for Inclusive Care website and online training materials
- Support event logistics (including venue selection, event setup, vendor/partner management, on-site operations) for regional program launch events and national summit
- Maintain regular communications with Advisory Board and help to coordinate board meetings and events
- Work with program team to manage Key Performance Indicator tracking
- Transcribe and distribute minutes for all Campaign for Inclusive Care meetings and webinars including regular team meetings for 5 program teams
- Maintain Campaign for Inclusive Care Community membership and mailing lists
- Maintain supply of and coordinate distribution of all Campaign for Inclusive Care collateral materials, including development and update of collateral, when necessary
- Maintain Campaign for Inclusive Care program budget and expenses
- Process and respond to all general inquiries regarding the program including website inquiries and phone calls
- Assist with preparation of meeting materials and presentations as needed
- Assist with updating content on CampaignForInclusiveCare.org website
- Other duties as assigned

Requirements

The Elizabeth Dole Foundation's Campaign for Inclusive Care is looking for an enthusiastic, resourceful, and inquisitive professional for a full-time position based in Washington, DC with an option for remote work. The Campaign for Inclusive Care is a complex and innovative effort with the potential to dramatically change how caregivers and healthcare providers interact. We are specifically interested in individuals who are problem solvers, undeterred by momentary setbacks, mission focused, and goal driven. We are team-oriented and collaborative by nature and design, and work closely with our partners at the U.S. Department of Veterans Affairs Caregiver Support Program and with our funder, USAA.

- Bachelor's Degree, with 4+ years' experience in a professional office environment or internship equivalent
- Excellent written and oral communication skills
- Background or experience in healthcare or health-related fields preferred
- Experience with managing complex projects including timelines, vendor management and project plans
- Availability to work evening or weekend sessions and events
- Ability to travel, when necessary (up to 10%)
- Evidence of creativity and execution on new ideas
- Experience with Salesforce and Smartsheet software preferred
- The ideal candidate will have a strong understanding of and belief in the mission of the Elizabeth Dole Foundation and the vision of the Campaign for Inclusive Care

To Apply

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

Madison Moore, Director of Strategic Initiatives

madison@elizabethdolefoundation.org

202-249-7172