



**Elizabeth Dole Foundation**  
CARING FOR MILITARY FAMILIES

*Mission: To empower military and veteran caregivers, their families, and their communities through programs, partnerships, and advocacy that drive innovation and sustainable solutions.*

[www.elizabethdolefoundation.org](http://www.elizabethdolefoundation.org)

Washington, DC  
(Hybrid Employment)

## DIRECTOR OF CORPORATE RELATIONS

### THE OPPORTUNITY



The Elizabeth Dole Foundation (EDF) is the nation's preeminent organization empowering and honoring America's 14.3 million veteran and military caregivers—the spouses, parents, family members, and friends caring for our nation's wounded, ill, or injured service members and 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.

EDF seeks an ambitious and experienced Director of Corporate Relations. The successful candidate will play an essential role in supporting the fundraising efforts of EDF. The ideal Director will be an energetic, versatile, and highly collaborative professional who will lead the organization's corporate fundraising program. S/he will build and steward corporate relationships, identify and research prospective partners, secure sponsorship and philanthropic support, and create compelling donor communications that advance engagement and investment in the organization's mission.

EDF has retained Freeman Philanthropic Services, LLC to assist with this crucial recruitment.

## **ABOUT THE ELIZABETH DOLE FOUNDATION**

Founded in 2012 by former U.S. Senator and Cabinet Secretary Elizabeth Dole, EDF is the nation's leading organization dedicated exclusively to supporting military and veteran caregivers—the spouses, parents, family members, and friends who care for wounded, ill, or injured service members and veterans. EDF was inspired by Senator Dole's visits with military and veteran families at Walter Reed Army Medical Center as she cared for her husband, Senator Bob Dole. There, she witnessed firsthand the extraordinary sacrifices and often overlooked challenges faced by caregivers and set out to ensure they received the recognition, resources, and support they deserve.

Bringing extraordinary leadership and public service experience to the organization, Senator Dole has served as U.S. Secretary of Transportation, U.S. Secretary of Labor, President of the Red Cross, and U.S. Senator from North Carolina. Throughout her career, she has been an advocate for service, civic engagement, and those who have sacrificed on behalf of the country. Through EDF, she has transformed that commitment into a lasting movement that elevates the voices of military and veteran caregivers and drives meaningful change on their behalf.

Guided by the mission to empower military and veteran caregivers, their families, and their communities, EDF works across the public, private, nonprofit, and healthcare sectors to create sustainable solutions that improve caregivers' quality of life. From the beginning, it commissioned groundbreaking research to better understand the military caregiving experience, establishing itself as a trusted national authority and catalyst for change.

Today, EDF's impact is reflected in a portfolio of nationally recognized programs. Its flagship Hidden Heroes campaign shines a national spotlight on the millions of military and veteran caregivers whose contributions often go unseen, while the Hidden Heroes Communities initiative mobilizes cities, counties, and states to better support caregivers at the local level. Additional programs include the Hidden Helpers Coalition, which serves children and young adults in military caregiving families; the Campaign for Inclusive Care, a partnership with the Department of Veteran Affairs that promotes caregiver-inclusive healthcare; and the Dole Caregiver Fellows

Program, which empowers caregivers in all 50 states to advocate for policies and solutions that strengthen their community.

To learn more about the Elizabeth Dole Foundation, visit the [website](#).

## REPORTING AND IMPORTANT RELATIONSHIPS

The Director of Corporate Relations will report to the Vice President of Development and Engagement.

## KEY OPPORTUNITIES

The Director of Corporate Relations will have the demonstrated track record to advance EDF's corporate partnerships, driving strategic engagement and philanthropic investment.

- Identify, research, and qualify new corporate prospects to expand the foundation's pipeline of funding opportunities;
- Develop, write, and submit compelling funding proposals and sponsorship requests for prospective and existing corporate partners;
- Partner with the Development team and cross-functional staff to execute strategic stewardship plans that deepen engagement and strengthen corporate partner relationships;
- Maintain a comprehensive understanding of EDF's programs, priorities, initiatives, and funding needs;
- Collaborate across the organization to ensure corporate partner commitments, deliverables, and reporting requirements are fulfilled in a timely manner;
- Serve as the primary internal account lead for select corporate partners, ensuring exceptional communication, engagement, and stewardship;
- Contribute to broader fundraising and stewardship communications, including impact reports, newsletters, donor correspondence, proposals, and other development materials as needed;
- Achieve annual fundraising, revenue, and key performance indicator (KPI) goals established in partnership with Vice President of Development and Engagement;
- Support Vice President of Development and Engagement in preparing the CEO, Chief Development Officer, and Senator Dole for donor meetings, calls, presentations, and other external engagements involving current and prospective funders;

➤ Perform other duties and responsibilities as necessary in support of EDF's mission and the goals of the Development team.

## **IDEAL EXPERIENCE AND QUALIFICATIONS**

EDF seeks a mission-driven professional who will drive corporate engagement, build meaningful relationships, and secure transformational support. The ideal candidate will possess the following attributes:

- Has a proven track record of securing five- and six-figure corporate gifts;
- Established success identifying, researching, and qualifying prospective corporate donors and partners to build and sustain a strong fundraising pipeline;
- Proven ability to cultivate, manage, and grow corporate relationships that result in meaningful engagement and philanthropic investment;
- Exceptional organizational and project management skills, with a strong commitment to accuracy, detail, and effective tracking of activities and outcomes;
- Outstanding writing, editing, and proofreading skills, with the ability to craft compelling communications for diverse audiences and effectively articulate a persuasive case for support to donors, partners, and other stakeholders;
- Proactive, resourceful, and solutions-oriented, with the ability to think strategically, creatively, and critically to advance organizational goals;
- Demonstrated ability to manage multiple priorities in a fast-paced environment while meeting deadlines and maintaining a high standard of quality;
- Proficiency with Microsoft Office Suite, including Outlook and Excel, as well as donor databases and CRM systems; experience with Salesforce preferred;
- Positive, collaborative, and mission-driven professional who brings energy, optimism, and a strong commitment to team success;
- Ability and willingness to attend occasional meetings, events, and donor engagements outside of standard business hours;
- Bachelor's degree required, along with experience in corporate fundraising, grant writing, donor stewardship, relationship management, and reporting;

➤ Interest in or experience with military and veteran caregiving communities preferred.

## COMPENSATION

The compensation and benefits package will be competitive and commensurate with the successful candidate's background and experience, with a salary range of \$100,000 to \$112,000.

EDF is a hybrid organization, with this role requiring at least three days per week working from the Washington, DC office. Given EDF's organizational mission, focus on skills, workforce development, and collaboration, there are times where cross-collaboration among teams and departments will require more than three days per week in the office. The individual in this role is expected to reside in the greater Washington, DC metropolitan area.

## DIVERSITY

EDF is committed to the recruitment, retention, and promotion of the finest employees by creating a community that seeks, welcomes, and actively affirms diversity. EDF provides for the enhanced effort to recruit, employ, and promote members of historically underrepresented groups, including women, people of color, veterans, and people with disabilities.

## CONFIDENTIAL INQUIRIES AND HOW TO APPLY

EDF has retained Freeman Philanthropic Services, LLC to assist in this recruitment. FPS is a national leader in executive recruitment for the not-for-profit sector and brings a proven track record of recruiting top talent to diverse institutions.

Please send all confidential inquiries, applications, and nominations directly to FPS via email at [elizabethdolefoundation@glfreeman.com](mailto:elizabethdolefoundation@glfreeman.com).

All applications must include: (1) an up-to-date resume; (2) a formal letter of interest (addressed to Gail L. Freeman, President of FPS) that specifically cites the experiences that best prepare the applicant for this role and why this particular opportunity at EDF is the logical and desired next step in his or her career, and (3) a list of references. Additional materials and information will be requested during the search and interview process.