



Director of Veteran Services

Founded in 2012, The COMMIT Foundation empowers service members, veterans, and their families through personalized programs, resources, and the support of our community to create purposeful and fulfilling transitions. COMMIT believes service members live a post service life of purpose and build community when they discover their identity, their values and design a life in accordance. The COMMIT Foundation creates a caring and supportive environment that allows service members to pause, assess their goals, and gain clarity by providing personalized coaching, resources, and guidance as they take their next steps.

The COMMIT Foundation seeks to add a full-time Director of Veteran Services to the team. The Director of Veteran Services is dedicated to assisting a diverse population of service members, veterans and their families find meaning and purpose after their service in the military. This position will report to COMMIT's Chief Operating Officer.

Key Responsibilities:

- Manage the One-on-One Transition Assistance Program for assigned service members and veterans
- Facilitate personalized initial phone calls with each veteran seeking services, ensuring a compassionate and comprehensive approach to understanding their unique transition goals and circumstances
- Evaluate where assigned service members and veterans are in their transition journey and align resources based on desires, needs, goals, strengths, and constraints
- Guide the veteran's progress to ensure development and achievement of their post-service purpose, identity and community goals
- Ensure COMMIT programmatic delivery is in alignment with budgetary guidance
- Steward and sustain organizational relationships with external and internal stakeholders
- Maintain accurate records and excellent data entry into Salesforce CRM
- Prepare and analyze Salesforce reports to inform decision-making
- Maintain industry knowledge and awareness; remain current on other veteran service organizations, initiatives and additional resources available
- Facilitate seminars and workshops
- Represent The COMMIT Foundation is a positive light at all programmatic events, outings, and functions
- Other duties as assigned

Key Qualifications and Competencies:

- Bachelor's Degree required; Master's Degree preferred
- Professional experience in a service oriented profession is preferred
- 5 years of military experience or equivalent time working with service members and veterans is required
- Experience with Salesforce CRM preferred; training will be provided
- Knowledge and experience in conducting individual needs assessments
- Strong program management skills
- Strong group facilitation and speaking skills
- Excellent organizational skills and ability to consistently meet deadlines
- Excellent listening and communication skills
- Comfort working with a diverse group of veterans
- Ability to work in an ever-changing and distributed working environment
- Ability to travel up to 20%

Location: Remote

Compensation: Competitive salary with consideration given to level of experience

Benefits: Paid Time Off, Health Insurance, Matching IRA, Cell Phone Stipend

Salary: Competitive salary commensurate with experience and qualifications, ranging from \$70,000 - \$85,000 annually

Equal Opportunity Employer

COMMIT is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. COMMIT strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy and sexual orientation), gender (including gender nonconformity and status as a transgender individual), age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law. All COMMIT employees, other workers, and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.