



The COMMIT Foundation is changing the way veterans and Corporate America think about military transition.

Position Description: Chief Executive Officer

Position Type: Full-Time

Key responsibilities include:

Strategic Management

- Lead the organization by establishing a common vision and strategic objectives for impact
- Provide executive leadership to mobilize a diverse network of staff, volunteers, and partners to achieve the organization's vision
- Serve as the principal resource to the Board of Directors to provide direction in policy formulation and ensure coordination and alignment across impact, resource development, and staff

Organization and Resource Management

- Inspire a business-oriented, professional, results-driven environment across the organization while performing general management duties overseeing the day-to-day operations of the organization
- Manage, motivate, and mentor staff, overseeing hiring, separation, ongoing staff development, performance management, and compensation and benefits
- Ensure excellence in the development, execution, and evaluation of all veteran transition programming
- Ensure maximum resource utilization, budget management, and maintenance of the organization in a positive financial position
- Assume responsibility for the fiscal integrity of the organization and maintain oversight and ensure the quality of the organization's administrative and financial management systems and processes

Resource Development

- Drive development and fundraising in collaboration with the Chief Development Director
- Identify, cultivate, and solicit prospective donors and key leaders of prospective new corporate partners
- Leverage personal and professional contacts and relationships into fundraising opportunities

External Relations and Communications

- Represent the organization and serve as chief spokesperson publicly at events, conferences, and partnership meetings
- Present and promote the organization and its mission, programs, and partners, in a consistently positive manner
- Ensure high visibility and build interest in engaged philanthropy



- Manage all aspects of the organization's marketing and public relations

Successful candidates will likely possess a combination of the following qualifications and competencies for this position:

- Strong interest in, understanding of, and dedication to COMMIT's mission; knowledge of the critical needs facing veterans transitioning to post-service careers
- Substantial organizational leadership experience in the nonprofit, government, or veterans' sectors. Alternatively, extensive senior strategic leadership experience in the management of organizations of comparable or larger size
- Strong fundraising and public relations experience with an ability to engage with a wide variety of key stakeholders and increase philanthropic support
- Unwavering commitment to quality programs and data-driven evaluation
- Ability to work effectively in a collaborative and decentralized environment
- Excellent written, oral, and public speaking skills with strong interpersonal and multidisciplinary project skills
- Experience and success in motivating, recruiting, developing, retaining, and mentoring high performance, mission-driven, and results-oriented teams
- A bachelor's or advanced degree

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

The COMMIT Foundation

Founded in 2012, the COMMIT Foundation's mission is to help exceptional American service members and veterans transition into successful roles and careers post-service. We are fundamentally changing the way service members and veterans approach their transition from the military to the civilian sector. Our innovative, person-centered services begin by identifying exactly where the veterans are in his or her transition journey, coaching them through a set of modules designed to help them determine what lives they want to live post-service, and connecting them with people who can help make the life they've designed a reality. COMMIT also assists companies and academic institutions with military and veteran initiatives to increase opportunities for those who wear our nation's uniform.

Cover Letters and Resumes for this position are due by January 8, 2021, and should be sent to Tanya Reinhardt, Deputy Director of Operations and Programs at tanya.reinhardt@commitfoundation.org.

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.