



The COMMIT Foundation is changing the way veterans and Corporate America think about military transition by providing high touch transition support that becomes the standard nationwide so veterans in all communities can access services helping them identify their passions, build strong networks, and leverage their skills in civilian careers. The organization seeks a Director of Veteran Services dedicated to assisting a diverse population of veterans find meaning and purpose after their time in uniform.

Position Description: Director of Veteran Services **Position Type:** Full-Time

Application Deadline: November 15, 2019

Key Responsibilities:

- Manage the One-on-One Transition Assistance Program for assigned veterans
- Conduct initial phone screens with each veteran applying for services
- Evaluate veterans and connect with appropriate resources based on desires, needs, strengths, and constraints
- Manage relationships and maintain communications with veterans to help ensure they develop and achieve their post-service goals
- Manage portfolio of vendors supporting the One-on-One Transition Assistance Program (i.e. executive coaches, resume experts, etc.)
- Manage the One-on-One Transition Assistance Program budget for assigned veterans
- Administer the StrengthsFinder tool as needed (training will be provided by COMMIT)
- Maintain awareness of organizational relationships with veteran mentors, alumni, and other key stakeholders
- Input service and impact data into Salesforce CRM; analyze and prepare reports to inform strategic level decision-making
- Maintain industry knowledge and awareness; remain current on other veteran service organization initiatives and additional resources available
- Other duties as assigned

Key Qualifications and Competencies:

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

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

Please send resume and cover letter to Scott Walgren at scott.walgren@commitfoundation.org.