



The COMMIT Foundation is changing the way veterans and Corporate America think about military transition. The organization seeks a Senior Director of Veteran Services comfortable with helping a diverse population of veterans find meaning and purpose in life after their time in uniform.

Position Description: Senior Director of Veteran Services

Position Type: Full-Time

Key Responsibilities:

- Manage the One-on-One Transition Assistance Program application process for assigned veterans
- Conduct initial phone screens with each veteran applying for support
- 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 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

Key Qualifications and Competencies:

- Bachelor's Degree required
- Master's Degree 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: Paid Time Off, Health Insurance Coverage for Employee, Matching IRA, Cell Phone Stipend

To Apply: Please email Cover Letter and Resume to COMMIT's Director of Programs Scott Walgren at scott.walgren@commitfoundation.org