



## Director of Corporate Education

The COMMIT Foundation's mission is to help exceptional American service members and veterans transition into successful roles and careers post-service. 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 Director of Corporate Education is a full time position and will provide operational and programmatic support to build, develop, diversify and mature COMMIT's Corporate Education Program. This position will work in partnership with the current Director of Corporate Education and collaborate with the Senior Director of Education. This position will report to the Senior Director of Education.

### Qualifications

- Bachelor's degree required; preferably with experience in nonprofits
- Marketing, Sales, Business Development, Content Creation, Program Development and Management, Project Management experience preferred
- Excellent communication and presentation skills, both written and oral
- Comfortable in a complex environment with diverse constituents and partner organizations
- Ability to work effectively in a dynamic and distributed work environment
- Comfortable working with a diverse pool of veterans, corporate executives and corporate partners
- Strong business acumen
- Excellent organizational, collaborative, and teamwork skills
- Corporate experience, especially in human resources, diversity and inclusion and/or training, preferred
- Database management and Salesforce CRM experience preferred
- Extensive knowledge of military culture and practices preferred
- Ability to consistently meet deadlines
- Ability to travel as needed

### Responsibilities

- Execute and deliver COMMIT's corporate education program and secure future corporate education partners in collaboration with COMMIT's CPO, Senior Director of Education, and Director of Corporate Education

- Inventory, assess, update, complete and maintain all current corporate education program materials, products, collateral, curriculum, proposals, and pricing for both print and online delivery
- Support the business development strategy that furthers the Corporate Education Program and secures future Corporate Education partners
- Manage business development funnel and pipeline, including but not limited to, build a targeted list of new and existing prospects, qualify the opportunities and revenue potential, identify key stakeholders and decision-makers, initial research relative to existing corporate education initiatives including diversity and inclusion efforts, making an initial connection via networking or cold call, leading initial calls to introduce and present COMMIT, and conducting followup
- Support development and stewardship of key relationships with partners, alumni, mentors, donors, and stakeholders
- Provide subject matter expertise and insights for additional content that supports the evolution and growth of the Corporate Education Program to include incorporation of Digital Library content
- Assist with and deliver high-quality, updated and innovative content to corporate executives, recruiters, and hiring managers both in person and virtually
- Draft marketing outreach materials (social media content, print/online collateral, and email communication templates) with respects to the corporate education program
- Maintain industry knowledge and awareness
- Remain current on key developments, initiatives, virtual delivery platforms, and trends in the service member and veteran transition space
- Other duties as assigned

**Compensation:** Competitive salary with consideration given to level of experience

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

**Apply:** Please email Cover Letter and Resume to Margaret Riley at [margaret.riley@commitfoundation.org](mailto:margaret.riley@commitfoundation.org)