



HOW Foundation

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Our Mission

Improve the quality of life for individuals, families, and communities by advocating for and providing access to life-changing hyperbaric oxygen therapy.

National Foundation Veteran Coordinator

Part-Time 1099 | Flexible Office Hours | \$36,000/Year

Overview & Mission

Here at the Help Our Wounded Foundation, we believe every member of society should be able to proactively participate in their own brain health by having access to hyperbaric oxygen therapy. While this vision is broad, HOW has concentrated our efforts on helping the following populations gain access to this unique therapy to restore damaged brain tissue from post-traumatic stress or traumatic brain injuries: veterans, student athletes, and equestrians. Appreciating people can be their own advocates, we also provide educational resources for parents, medical professionals, trauma victims, and the general population to learn about their brain, how trauma affects the brain, and how hyperbaric oxygen therapy can support their recovery.

Since our inception in 2014, we have provided over 3000 hyperbaric oxygen therapy sessions, transforming the lives of over 140 people across the United States. Our annual operating budget has perpetually grown over the past several years, bolstered by the support of: Impact 100 Palm Beach County, Quantum Foundation, Charles and Elsie Gols Charitable Foundation, Frank L. Weyenberg Charitable Foundation, and the Great Charity Challenge.

Over the next year, we will be serving 50 veterans from Palm Beach County, Florida, who have been suffering from traumatic brain injuries and/or post-traumatic stress. This project will be in partnership with another local organization called Grey Team and is expected to continue at least 1 year. We are eager to hire a team member who can help us liaison with these veterans and support them as they go through our 30-day program: from initial contact through graduation. This candidate will work closely with our team to: streamline our application process; select eligible candidates; schedule and administer computer-based neuropsychological assessments through the Central Nervous Systems Vital Signs platform; periodically check in with program participants; organize monthly luncheons for veterans; maintain contact with program graduates; brainstorm and oversee new initiatives to expand our program's reach, and; serve as a thought leader for our Board of Directors. An ideal candidate will also be able to cohesively present information and process reports for donors and funding partners in palatable presentations and documents, as well as work closely with our team to remain in contact with those funders. Depending on funding available in various states, this position may have the opportunity to supervise, mentor, and lead additional Foundation Veteran Coordinators who are focusing on state-specific initiatives.

We are looking for someone who sees optimism for a future where government programs can be revised to include therapies such as hyperbaric oxygen therapy. The ideal candidate will be proactive, thoughtful yet vocal, challenging the status quo but also supportive, and move with a combined sense of urgency, intention, and care. We are seeking someone who wants to provide veterans with a hand up, not a hand out and who can empower them to achieve their full potential.

This part-time position (with flexible office hours) will have the opportunity to scale to a full-time position, depending on the Foundation's budget as well as individual performance. Benefits include unlimited time off, professional development courses and mentoring resources, as well as a \$100/month discretionary personal development budget.

Veteran Investment Program

Program Development

- Act as a liaison between the HOW Foundation and the veterans we serve, allowing us to remain in closer contact and provide better support to meet their personal development and brain health needs.
- Pending funding and program expansion, supervise, train, and mentor additional Foundation Veteran Coordinators.
- Communicate regularly with existing collaborative partners (such as hyperbaric oxygen therapy providers, Grey Team, the Green Beret Foundation...etc.), while identifying and engaging new partners that could further expand the Veteran Investment Program's reach or satisfy an unmet need for our veterans.
- Identify and communicate potential partnering hyperbaric oxygen therapy centers that satisfy HOW Foundation's partnership criteria for veterans that are not local to Palm Beach County and present options for consideration to Executive staff.
- Identify and communicate with veterans' service organizations to raise awareness and provide information on HOW's program.
- Serve as a thought leader, contributing advice, expertise, insights, and recommendations to Executive staff and Board of Directors.

Communications & Development Support

- Work with our Development Director to draft communications with donors and our constituent groups and share our successes.
- Work with our Development Director in Palm Beach County to organize monthly luncheons for local veterans.
- Work with Communications staff crafting messaging for emails, social media, and web content to communicate program successes.
- Maintain program participant records and update files with any necessary additional information.
- Record veteran video testimonials upon completion of Veteran Investment Program and upload those testimonials onto Foundation's Vimeo account to document veteran's progress. If possible, perform basic video editing to improve testimonial quality.
- Work closely with our Development Director to increase program revenue by participating in calls with Foundations and/or businesses that may support our Veteran Investment Program.
- Cultivate relationships with community members and introduce them to the HOW Foundation; serve as a brand ambassador for the organization and champion our mission.
- Generate quarterly report for Board of Directors with program updates and testimonials.

Improve Veterans' Experience

- Work with HOW Foundation team to streamline application process and improve where possible.
- Manage recruitment and selection of veteran program candidates, including conducting phone interviews.
- Work with Development Director and veterans to schedule, administer, and review computer-based Central Nervous Systems Vital Signs neuropsychological testing for veterans.
- Coordinate and lead in Zoom calls with veterans and their families to update them on their CNSVS progress.
- Introduce veterans to the hyperbaric oxygen therapy center staff where they will be receiving treatment.
- Maintain communication between hyperbaric oxygen therapy center and veterans as needed.
- Support veterans as they progress through the program as needed. *Please note. We are working with a vulnerable population that may require you to conduct crisis intervention. Ongoing training and education will be made available.*
- Organize monthly outings for group activities with veteran program participants.
- Conduct exit interviews with veterans and document findings to assess ongoing needs and ensure future success.
- Ensure veterans receive anonymous post-program survey of suggestions on how to further develop and enhance HOW's Veteran Investment Program.

Monitoring, Evaluation, and Learning

- Design, produce, and conduct surveys to document feedback from veteran participants, partners, and funders.
- Generate quarterly internal reports identifying strengths and areas of improvement.

Intrinsic Qualities

- Effectively communicate with all members of staff, Board of Directors, constituent groups we serve, donors, and the greater community.
- Consistently engage in thoughtful listening and earnest contributions in staff and Board meetings.
- Exude strong leadership qualities blended with a desire for teamwork and team development.
- Apply creative thinking and problem-solving skills.
- Exhibit strong interpersonal skills and emotional intelligence to develop existing and future relationships.
- Lead with compassion, patience, and empathy while interacting with vulnerable veteran peers while maintaining and exhibiting a calm, pleasant, and approachable demeanor. Must be able to approach potentially emotional situations with a sound and confident mentality and consistently work toward de-escalation.
- Contribute authenticity, levity, humor, and vulnerability to the workspace. You are responsible for the energy you bring.

Technical Platforms

- Be proficient in using web-based graphic design software on Vis.me and Canva platforms
- Be proficient with Google Workspace
- Be proficient with Microsoft Office Suite
- Display the ability to record videos on iPhone and upload them to Foundation's Vimeo account
- Possess familiarity with iMovie or Final Cut Pro or other accessible video editing platform
- Possess familiarity with Keela CRM software

Task-Oriented Abilities

- Maintain an eye for detail and an open willingness to help with administrative tasks.
- Be respectful of the most limited resource: time. We respect each other's time by being punctual to scheduled meetings (or communicating in advance of a cancellation or rescheduling), meeting deadlines (particularly in a group project setting), and being thoughtful when establishing our own deadlines.
- Synthesize and aggregate both qualitative and quantitative data and generate reports to identify successes and opportunities for improvement.
- Possess or develop familiarity with interpreting academic research studies.
- Display excellent written and oral communication skills.

Please note. While the above listed skills are desirable at the onset, we feel the most important quality in a person is a desire to continually learn, grow, and develop. We would also like our positions to offer a suitable amount of professional development.

COMPENSATION & WORK SCHEDULE

Compensation: \$36,000/Year

- This 1099 position will begin as a part-time position (15-20 hours per week) with the potential to increase to a full-time position (40-60 hours per week).
- Work may be conducted remotely, with the exception of occasional in-person meetings with veterans and executive staff.
- Benefits include: Unlimited time off, discretionary personal development budget (up to \$1200/year), equipment coverage (up to \$1000/year), two psychological counseling sessions per month, and professional development opportunities through continuing education and mentorship.
- Employees can take off however many days they'd like, so long as they stay on top of their work and provide reasonable advance notice.

We recognize one of the limitations of nonprofit work restricted monetary resources. We also recognize the importance of a proper work-life balance and want our employees to feel fulfilled in multiple aspects of life. Accordingly, we will work with you to provide support for activities you enjoy outside of work and will work closely with you to tailor your personally-designed Employee Wellness Plan to ensure benefits are specifically relevant to you.