



## **The Dayton Foundation - Job Posting Announcement**

### **Del Mar Encore Fellow – United Way of Greater Dayton Area (UWGDA)**

**Schedule: 21-32 hours/week**

**Compensation: \$30,000 Stipend/Year**

*This is a one-year contract*

**Preferred Start Date: August 2024**

#### **Position Purpose:**

To better serve Montgomery, Greene and Preble County communities, the purpose of this Fellowship is to complete a systemic review and development of practices and procedures that support the United Way of the Greater Dayton Area (UWGDA) operations. The Fellow's project is meant to create efficacy and efficiency to select operational practices through the implementation of knowable, repeatable and scalable processes. The scope of this project also includes the review, selection and implementation of CRM software that supports UWGDA's future growth.

#### **The work of the Fellow will include:**

- Review and documentation of tasks, processes and procedures for various operational areas
- Streamline workflows for time savings and efficiencies; lead coordination and collaboration efforts amongst departments
- Formalize documentation of repeatable tasks and tactics (with daily, weekly, monthly, quarterly or annual repetition) and improve data collection/reporting
- Review current CRM system for improvements in utilization, availability of upgrades and reporting improvements
- Conduct research of other recently developed CRM software systems currently available for similar sized organizations
- Perform comparison with detailed cost analysis of various CRM systems including current system with a final recommendation to change, upgrade or maintain

#### **Areas of review will include:**

- Resource Development
- Marketing & Communications
- Finance
- Community Impact Service Operations
- Administrative and Organizational Support Areas

In addition, the Fellow will address the goals of Del Mar Encore Fellows (DMEF) Initiative by leveraging the inherent skills, experience and knowledge of older adults in our community, by creating high-impact volunteer initiatives and opportunities.

#### **Key Responsibility: Lead the Del Mar Encore Fellows Initiative for Assigned Host Organization.**

#### **Specific Duties:**

- Develop work plan for DMEF initiative.
- Achieve all DMEF Initiative deliverables as required.
- Achieve financial objectives by managing costs within budget.

- Offer information and opinions on ways to achieve the DMEF Initiative mission and to achieve overall program objectives.
- Develop and build support for a common set of outcomes among stakeholders, funders, and program participants.

**Key Responsibility: Maintain and Support Relationships with Community**

**Specific Duties:**

- Establish relationships and work hand-in-hand with community stakeholders, government, business representatives, not-for-profit organizations and older adults in creating opportunities to improve Miami Valley communities.
- Gain trust and confidence among the various partners.

**Key Responsibility: Support an Internal and External Communication Plan**

**Specific Duties:**

- Coordinate internal communications to keep appropriate TDF and the Host Organization staff informed of progress toward goals.
- Participate in regular TDF Fellow meetings for information sharing and to ensure DMEF Initiative goals remain on target.
- Participate in community meetings and other presentations to raise the profile and advance the goals of the DMEF Initiative.

**Key Responsibility: Support Del Mar Encore Fellows Initiative by Engaging Encore Volunteers in the Achievement of Deliverables.**

**Specific Duties:**

- Create job descriptions for volunteers for the Host Organization's initiative and participate in the recruitment/selection process.
- Achieve goals through the volunteers by assigning accountabilities, establishing objectives and priorities, and by monitoring and evaluating results.
- Increase the effectiveness of volunteers by providing appropriate training and mentoring opportunities.

**Position Qualification Requirements:**

Four-year college degree and a minimum of five years job-related experience at the professional, management, or executive level. Demonstrated success in project management. Excellent personal and group communication skills. Comfortable working with a diverse population. Understanding of and/or experience in research design and implementation is desired. Candidates may possess any equivalent combination of education and experience that provides the required knowledge, skills and abilities. The preferred qualified candidate is a retired professional, older adult with a respected career and community record. Working style must fit that of Host Organization.

**Knowledge and Skills**

- Expertise in conducting research, gathering and interpreting data and performing analysis
- Experience with interviewing techniques, focus groups and guided discussions
- Skilled writing and editing skills with an ability to express ideas of their own as well as documenting research results
- Highly organized and excellent communication skills to communicate effectively across many different audiences including through the use of technology platforms such as Zoom/Teams
- Proficiency with technology and basic Microsoft Office programs such as Word, Excel, PowerPoint
- Ability to foster and maintain positive working relationships with The Dayton Foundation and the Host Organization staff, Fellows, and volunteers

- Ability to work independently; highly motivated and self-directed to complete program goals and responsibilities
- Demonstrated ability to work with people from diverse backgrounds
- Ability to lead and supervise volunteers to achieve organizational goals
- Strong customer service skills, computer skills and the ability to synthesize data in a manner ready for presentation and distribution
- Ability to meet deadlines and prioritize work assignments to meet timelines
- Ability to maintain a high level of confidentiality
- As with all nonprofit work, patience and a sense of humor are valuable skills

**This job description in no way states or implies that these are the only duties to be performed by the employee. Employees will be expected to follow any other job-related instructions and to perform any other job-related duties requested by any person with authority to give instructions or assignments.**

**Send résumé and cover letter via email to Jeffrey Sypeck, Director, Human Resources, at [jsypeck@daytonfoundation.org](mailto:jsypeck@daytonfoundation.org)**

**The Dayton Foundation is an Equal Opportunity Employer**