



The Dayton Foundation - Job Posting Announcement

Del Mar Encore Fellow – Brigid’s Path

Schedule: 21-32 hours/week

Compensation: \$30,000 Stipend/Year

This is a one-year contract

Preferred Start Date: July / August 2024

Background: Del Mar Encore Fellows are recently retired professionals who are employed by The Dayton Foundation and placed with area nonprofits, called Host Organizations, to address significant community issues. The Fellows are paid a stipend and work a flexible schedule, worked out with their Host Organization. The Fellows work together to increase recognition of the contributions of older adults and address the challenges presented by ageism, with public presentations and events.

Position Purpose

The purpose of this Fellowship is to collaborate with Brigid’s Path and key stakeholders to conduct a comprehensive case study on the need for housing, childcare, and workforce development services for mothers struggling with substance abuse and trauma. This initiative aims to guide Brigid’s Path in expanding its services to better support this vulnerable population, develop sustainable, impactful programs, and address critical community disparities, promoting long-term recovery and family stability.

The work of the Fellow may include:

- Gather data locally to assess community needs.
- Engage with stakeholders, including families, community leaders, and service providers.
- Analyze data and identify best practices for similar initiatives.
- Research programs nationally that are addressing similar needs.
- Provide a detailed report based on the data collected and analyzed.
- Develop actionable recommendations for service expansion.
- Create a sustainable program model tailored to the community's needs.
- Establish and maintain connections with community stakeholders to support ongoing collaboration and program implementation.

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 Qualifications 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 and implementation. 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. Preferred qualified candidate is a retired professional, older adult with a respected career and community record. Working style must fit with that of Host Organization. This position also requires access to reliable transportation.

Knowledge and Skills

- Expertise in conducting research, gathering and interpreting data and performing analysis
- Skilled writing and editing skills with an ability to express ideas of their own as well as documenting research results
- Proficiency with technology and basic Microsoft Office programs such as Word, Excel, PowerPoint
- Ability to foster and maintain positive working relationships with TDF and Host Organization staff, Fellows, and volunteers
- Excellent verbal, written and interpersonal communication skills
- Strong organizational and project management skills
- Ability to lead and partner with people from diverse backgrounds, ages, and experiences

- Understands the critical role of data in decision-making
- Ability to work in a team-based environment and with community partners
- Ability to meet deadlines and prioritize work assignments to meet timelines
- Excellent attention to detail
- Ability to work without close supervision; highly motivated and self-directed to complete program goals and responsibilities
- Ability to maintain a high level of confidentiality
- Proficiency in or knowledge of using a variety of computer software applications, as position requires
- Comfortable with public speaking
- As with all nonprofit work, patience and a sense of humor are valuable assets

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 assignment.

Send résumé and cover letter via email to Jeffrey Sypeck, Director, Human Resources, at jsypeck@daytonfoudation.org

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