



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

### **Del Mar Encore Fellow – Miami Valley Regional Planning Commission (MVRPC)**

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

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

*This is a one-year contract*

**Preferred Start Date: August 2024**

#### **Position Purpose:**

The Del Mar Encore Fellow will support Miami Valley Regional Planning Commission's Institute for Livable and Equitable Communities' Livable and Age-Friendly Initiative based on AARP's 8 Domains of Livability. The Fellow will lead the Regional Livable and Age-Friendly Communities Initiative; working to engage critical partners in supporting the Institute Domains, assisting in recruiting communities to join the AARP Network of Age-Friendly States and Communities and coordinating funding for age-friendly regional initiatives. In addition, the Del Mar Encore Fellow will work to establish key partnerships with national age-friendly organizations such as AARP and state-wide groups including the Coalition of Age-Friendly Communities (CAFCO).

The Fellow's efforts will ensure that the Institute for Livable and Equitable Communities effectively meets the region's need to support the Miami Valley in becoming a livable and equitable place for all people to live, work, play regardless of age.

#### **The scope of work may include:**

- Provide strategic leadership on overall shared vision and direction to advance the Miami Valley Livable and Age-Friendly Initiative in the region.
- Lead the Miami Valley Age-Friendly Network, building upon and growing the network of partners who will commit to furthering the mission and vision of the program.
- Develop the work plan for continuing program development and evaluation.
- Collaborate with stakeholders to identify and address regional needs, priorities and strategies related to the Regional Livable and Age-Friendly Communities Initiative.
- Serve as the key contact with existing age-friendly communities to build an environment for peer-to-peer mentorship that supports communities advancing through the AARP Age-Friendly Communities framework.
- Create strategic communication strategy which includes public presentations and social media.
- Conduct research, design and implement outreach, training and educational programs to support inclusivity and best practices for being a livable and age-friendly region.
- Coordinate grant funding processes in partnership with The Dayton Foundation and the Miami Valley Regional Planning Commission's Institute for Livable and Equitable Communities: communication and outreach, solicitation, application scoring, awarding and program/project evaluation.
- Facilitate partnerships with AARP and the Coalition of Age-Friendly Communities (CAFCO) to identify resources, disseminate information and provide technical assistance.

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. 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

- Ability to foster and maintain positive working relationships with TDF and Host Organization staff, Fellows, and volunteers

- Demonstrated teamwork and ability to work with people from diverse backgrounds  
Understanding of and/or experience in research design and implementation
- Strong analytical skills, research skills
- Ability to think strategically and make nuanced connections
- Connections with public entities, community leaders and domain experts
- Experience with community engagement or community organizing
- Ability to lead and supervise volunteers to achieve organizational goals
- Ability to meet deadlines and prioritize work assignments to meet timelines
- Excellent attention to detail
- Excellent verbal, written and interpersonal communication skills
- Comfortable with public speaking
- Cultural competence and emotional intelligence
- 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 computer software applications, including Microsoft 365/Office, databases, and videoconferencing tools
- 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 assignments.**

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

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