



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

### **Del Mar Encore Fellow – Learn to Earn Dayton**

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

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

***This is a one-year contract***

**Preferred Start Date: June/July 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 Learn to Earn Dayton and critical education, government and community organizations to launch a year-long academy to equip and inform residents on the function of schools and local governments, and provide the knowledge and network they will need to become advocates that drive systemic change.

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

- Research effective civic advocacy models nationwide to determine elements that would be effective in Dayton, with a focus on the School Board School model originated in Cincinnati.
- Build a steering committee composed of community, government and organizational leaders to partner on the program design and delivery.
- Ensure that the program includes a focus on purpose, function and process of governing bodies for public institutions.
- Include data walks and policy analysis as key elements of the program to provide context on the challenges facing students, families, educators and neighborhoods.
- Create a participant recruitment and selection process that ensures those who have historically been affected by but not included in this work are the primary participants in the academy and given the opportunity to grow their confidence, skills, knowledge, and network so that educational and local government leadership at all levels- from community activists to governing board members- represent the full diversity of our community.
- Plan academy content, including field trips and presentations by subject matter experts to provide a deep understanding of how schools and governments operate and what it takes to make systemic change.
- Facilitate a course “project,” where participants come together in a coalition to advocate for a system change.
- Design a structure to support academy participants and graduates to encourage sustained civic participation and leadership.
- Document the approaches and strategies utilized in the launch of the academy so that it can be replicated in future years.

- Work with the steering committee to identify sustaining funding sources and long-term coordinating leadership of the academy.

In addition, the Fellow will address the goals of Del Mar Encore Fellows (DMEF) Initiative by participating in presentations and events with other Del Mar Fellows aimed at changing attitudes and policy around aging, and encouraging high-impact volunteer, employment, and community engagement opportunities for older adults.

- Develop work plan for DMEF initiative.
- Achieve all DMEF initiative deliverables as mutually agreed upon through collaboration with Learn to Earn Dayton staff.
- 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.
- 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.
- Coordinate internal communications to keep appropriate Dayton Foundation (TDF) and Host Organization staff informed of progress toward goals.
- Participate in regular Del Mar 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.
- Support the engagement of older adults as expert volunteers, with the host organization and in the community.
- Create job descriptions for volunteers as needed 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 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**

- Ability to foster and maintain positive working relationships with TDF and Host Organization staff, Fellows, and volunteers
- Excellent verbal, written and interpersonal communication skills
- Excellent research skills
- Strong organizational and project management skills
- Experience in or knowledge of housing, real estate, education, community development or social services helpful, but not required

- 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

**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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