



The Dayton Foundation - Job Posting Announcement

Del Mar Encore Fellow – Miami Valley Urban League

Schedule: 21-32 hours/week

Compensation: \$30,000 Stipend/Year

This is a one-year contract

Preferred Start Date: August 2024

Position Purpose:

The purpose of this Fellowship is to develop a local affiliate's version of the National Urban League's State of Black America® which is a benchmark and source for thought leadership on racial equality in areas like economics, employment, education, health, housing, criminal justice, and civic participation. The Fellow will lead the research, design and publication of the 2024 State of Black Dayton including conducting planning meetings, building key partnerships, identifying stakeholders and hosting community workshops/events.

The work of the Fellow may include:

- Collaborate with Miami Valley Urban League team to develop the project scope, goals, work plans, timelines and specific responsibilities.
- Conduct extensive data collection and review to identify key sources to facilitate the general research required for the project. Sources may include: UD's Black Audit Project, Miami Valley Regional Planning Commission's data analytics, the Human Relations Council Disparity Study, and other existing bodies of research.
- Oversee the delivery and reporting of high-quality research reflected in the final report.
- Lead collaboration efforts to analyze/synthesize data to drive decision-making for the project.
- Provide expertise and leadership for community engagement work such as topical benchmarking workshops focused on areas addressing education, income, health, criminal justice, digital economy, housing and minority/women business enterprises.
- Identify and engage community stakeholders to serve on the State of Black Dayton workgroup.
- Strategize and assess project progress through all stages to completion.
- Collaborate effectively with team members, partners, funders, and other stakeholders.
- Execute the release of the project after finalization and publication.

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

- 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

The Dayton Foundation is an Equal Opportunity Employer