



The Dayton Foundation – Job Posting Announcement

Del Mar Encore Fellow – Bike Miami Valley

Category: Part-time, exempt, temporary

Schedule: 20-24 hours a week

Compensation: \$36,000 annually

This is a one-year employment agreement.

Preferred Start Date: August 2026

Position Purpose: The Del Mar Encore Fellow will serve as a strategic leader in advancing, strengthening, and expanding Bike Miami Valley's Chapter Program. Acting as the primary liaison between the Board of Directors and local chapters, this role is responsible for fostering organizational alignment, enhancing stakeholder engagement, and driving chapter effectiveness across the region. The Fellow provides leadership in developing a cohesive chapter network that supports Bike Miami Valley's mission, strategic priorities, and advocacy objectives.

Through strong relationship management, communication, and program coordination, the Del Mar Encore Fellow ensures that chapter leaders and volunteers have access to the resources, infrastructure, and organizational support necessary to maximize local impact. This position also serves as a key advisor to the Board of Directors by providing insights, recommendations, and feedback to strengthen the Chapter Program and enhance organizational performance.

A central focus of this role is cultivating a unified and collaborative chapter network that amplifies Bike Miami Valley's regional influence. By aligning chapters around a shared vision, strategic messaging, and common advocacy goals, Bike Miami Valley is better positioned to address both local and regional bicycling issues, increase community engagement, strengthen grassroots participation, and serve as a more influential voice to improve bicycling in the region. The scope of work will include:

Key Responsibility: Support and Strengthen Chapter Program

Specific Duties:

- Foster strong organizational alignment and engagement between Bike Miami Valley and its existing chapter network.
- Ensure effective delivery, adoption, and utilization of centralized organizational resources, services, and support functions across all chapters.
- Facilitate collaboration among chapter leaders by creating opportunities to share successes, address challenges, exchange best practices, and strengthen peer networks.
- Serve as a strategic liaison between chapter leadership and the Board of Directors, ensuring organizational priorities, chapter performance, emerging issues, and resource needs are effectively communicated.
- Promote a unified regional advocacy framework that strengthens collective impact and advances Bike Miami Valley's mission and strategic objectives.

Key Responsibility: Enhance and Expand the Chapter Program

Specific Duties:

- Conduct comprehensive assessments of chapter health and effectiveness, including volunteer engagement, leadership capacity, operational processes, and community impact.
- Identify opportunities to strengthen chapter sustainability, organizational effectiveness, and volunteer leadership development.
- Recruit, engage, and cultivate local advocates to expand Bike Miami Valley's presence and advance bicycle-friendly initiatives throughout the region.
- Develop and implement standardized processes, tools, and guidelines to support the establishment and successful launch of new chapters.
- Evaluate current and future chapter support requirements and recommend organizational strategies, resources, and services to enhance chapter success and long-term growth.
- Provide strategic recommendations to organizational leadership regarding chapter development, expansion opportunities, and program improvements.

Key Responsibility: Maintain and Support Relationships with Community

Specific Duties:

- Build collaborative relationships with community stakeholders, government and business representatives, nonprofit organizations, and older adults to create opportunities that strengthen Miami Valley communities.
- Gain trust and confidence among the various partners.

Key Responsibility: Support an Internal and External Communication Plan

Specific Duties:

- Facilitate the flow of information between internal and external stakeholders to promote transparency, engagement, and alignment with organizational goals.
- Coordinate internal communications to ensure TDF stakeholders and Host Organization staff are informed of project progress, milestones, and outcomes.
- Participate in regular TDF Fellow meetings to share information, collaborate on initiatives, and help ensure DMEF goals and objectives remain on track.
- Represent the DMEF Initiative at community meetings, stakeholder engagements, and public presentations to increase awareness, strengthen partnerships, and advance program objectives.

Position Qualification Requirements:

A four-year college degree is required; experience in organizational administration, volunteer management, or related fields is strongly preferred. The preferred qualified candidate is a retired professional or older adult with a respected career and community record with senior-level experience in areas such as transportation bicycling, community planning process (infrastructure needs of cyclists) and advocacy for alternate forms of transportation. Candidates may possess any equivalent combination of education and experience that provides the required knowledge, skills and abilities. This position also requires access to reliable transportation.

Qualifications and Competencies:

- Demonstrated ability to build, foster, and maintain positive working relationships.
- Excellent verbal, written, and interpersonal communication skills, with the ability to effectively engage diverse audiences.
- Facilitation, interviewing and research skills.

- Experience launching or scaling major community initiatives, especially those related to active transportation and public advocacy.
- High level of analytical, organizational, and strategic thinking skills.
- Excellent attention to detail.
- Ability to lead, collaborate, and build partnerships with individuals from diverse backgrounds, ages, cultures, and experiences.
- Highly collaborative, with the flexibility to serve as both a leader and a contributing team member as circumstances require.
- Strong time-management skills, with the ability to prioritize responsibilities, meet deadlines, and deliver quality results within established timelines.
- Ability to exercise sound judgment and maintain a high level of professionalism, discretion, and confidentiality.
- Proficiency in or knowledge of using a variety of computer software applications, as position requires.
- Demonstrates patience, adaptability, resilience, and a positive sense of humor.

Desirable, but not required

- Interest in cycling activities.
- Group ride leader training/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

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