The Dayton Foundation – Job Posting Announcement

Del Mar Encore Fellow – Learn to Earn Dayton
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: December 2026

Position Purpose: The City of Dayton and Learn to Earn Dayton (L2ED) are establishing a Dayton Children's Cabinet, a formal cross-sector governing body designed to align leadership, strategy, and accountability around shared cradle-to-career outcomes and economic mobility for Dayton's children. Bringing together public agencies, school systems, nonprofit organizations, philanthropy and the private sector to share ownership, the Cabinet will serve as a central mechanism for advancing long-term educational and economic mobility goals. The Cabinet is rooted in the Student Vision for Dayton, which captured youth-identified priorities for the city, and is a named priority in the Mayor's Flight Plan 2026. It is intended to become a permanent civic infrastructure, not a time-limited project.
The Del Mar Encore Fellow will provide dedicated, senior-level leadership and serve as the strategic catalyst for the Cabinet's development and launch. This leadership role will guide stakeholder engagement, governance design, cross-sector alignment, and implementation planning to establish a sustainable, high-performing structure capable of driving measurable, long-term systems change. The Fellow will be responsible for building the foundation necessary for the Cabinet to become a lasting community asset that advances equitable outcomes and economic mobility for future generations of Dayton residents. The scope of work to lead the design and launch of the Mayor's Children and Youth Cabinet will include:

Key Responsibility: Establish Governance, Operating Structure and Measurement Framework
Specific Duties:

- Design and launch the Cabinet's formal structure, including membership, roles, and decision-making processes.
- Support city leadership by bringing national best practices and peer-city experience in establishing cabinet governance and operating structure.
- Develop aligned, cross-system metrics and a "whole-child" data dashboard, building on L2ED's existing data systems and partnerships. This includes advancing the data-sharing agreements needed for partners to measure progress together, with strong data governance and privacy protections built in from the start.

Key Responsibility: Embed Youth and Family Voice/Engage Stakeholders
Specific Duties:

- Design and implement a stakeholder engagement strategy that embeds youth and family leadership within government structures, including alignment with the Dayton Public Schools (DPS) Student Senate and caregiver representation.
- Maintain communications with partners and the community about the Cabinet's purpose and impact.

Key Responsibility: Develop a Sustainability Roadmap
Specific Duties:

- Create a sustainability plan outlining long-term staffing, funding, and institutional alignment.
- Work with Learn To Earn Dayton (L2ED) to align existing resources and position the Cabinet to attract new funding, reducing reliance on any single funding stream.

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.
- Build 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 The Dayton Foundation (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 Del Mar Encore Fellows (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 Qualifications and Requirements:
A four-year college degree is required; an advanced degree or equivalent experience in public administration, public policy, education, social work, nonprofit management, community development, or related fields is strongly preferred. The preferred candidate is a retired or late-career professional, older adult with a respected career and community record and senior-level experience in areas such as:

- Municipal, county, or state government leadership
- Public education or school district leadership
- Nonprofit, philanthropic, or private-sector executive leadership
- Leading collective impact or other cross-sector initiatives
- Child, youth, and family services
- Designing governance for multi-partner bodies (charters, decision-making processes, and accountability structures)

Candidates should demonstrate the ability to work independently, lead cross-sector partnerships, and navigate sophisticated stakeholder environments. Experience launching or scaling major community initiatives, especially those that bring government, schools, and community organizations together to improve outcomes for children, youth, and families, is highly valued. 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, including the ability to produce professional documents and public-facing materials that elected officials, partners, and families can all follow.
- Knowledge of governance and organizational structure for multi-partner bodies, including charters, membership roles, decision-making processes, and accountability mechanisms.

- High level of analytical, organizational and project management skills.
- Ability to work in a team-based environment and with community partners.
- Highly collaborative and able to move fluidly between being a leader and a team member, recognizing when to drive the work and when to support City leadership.
- 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 the position requires.
- Comfortable with public speaking.
- As with all nonprofit work, patience and a sense of humor are valuable assets.
- Skilled facilitation: able to convene diverse stakeholders, navigate competing priorities, and build trust.
- Change management: able to guide partners from working in silos toward shared ownership and accountability.
- Inclusive engagement: a track record of partnering authentically with young people, families, and community members from diverse backgrounds, and sharing power rather than only seeking input.
- Equity-centered, asset-based mindset that centers the communities most impacted.
- Data literacy: comfort using data to set priorities and measure progress. Learn to Earn Dayton will provide technical data support.

Desirable, but not required

- Community relationships and established network
- Familiarity with municipal government, including how local government is organized and operates
- Familiarity with public education, collective impact, or child and family services
- Experience with shared measurement, data-sharing agreements, or student data privacy
- Knowledge of children's cabinets or similar cross-sector bodies in peer cities
- Experience aligning public and private funding streams around shared priorities
- Experience mentoring or working alongside young people in leadership roles

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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