



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

### ***Del Mar Encore Fellow – Mentoring Collaborative of Montgomery County (MCMC)***

**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 2025**

#### **Position Purpose:**

To address the urgent shortage of mentors for youth in Montgomery County, The Mentoring Collaborative of Montgomery County (MCMC) is launching a one-year initiative to strategically engage and closely work with the private sector in establishing a mentor recruitment and retention program. While MCMC supports over 50 mentoring organizations and serves more than 5,000 youth in the community, the issue related to a lack of adult volunteers results in long wait lists limiting mentoring opportunities for the youth in our community impacting their academic achievement, social-emotional development and long-term success. Corporate entities in our business community are eager to contribute; however, these companies often lack structured pathways to support youth mentoring through their workforce.

The Del Mar Encore Fellow will lead a focused, high-impact project aimed at expanding the region's youth mentoring capacity through private-sector engagement. The Encore Fellow will serve as a strategic alliance builder and connector, helping to bridge the gap between the business community and youth mentoring efforts. By leveraging the expertise and leadership of a Del Mar Encore Fellow, this initiative will strengthen the regional mentoring infrastructure and expand mentorship opportunities for youth—especially those historically left waiting.

#### **Key Responsibility: Lead Corporate Employer Engagement**

##### **Specific Duties:**

- Design and launch a targeted outreach mentoring strategy to engage businesses and targeted professional audiences
- Identify, cultivate and establish relationships with 25 or more local employers through targeted outreach and tailored engagement materials
- Working with corporate employers promote workplace volunteerism and employee-supported mentoring as tools for community impact

#### **Key Responsibility: Develop Sustainable Recruitment Infrastructure**

##### **Specific Duties:**

- Research, document and apply best practice tutoring models on a national level
- Design and manage a shared recruitment database and metrics dashboard
- Coordinate a county-wide mentoring campaign and create tools to support long-term mentor recruitment

**Key Responsibility: Lead the Del Mar Encore Fellows Initiative for Assigned Host/TDF Initiative 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: Support an Internal and External Communication Plan**

**Specific Duties:**

- Coordinate internal communications to keep the 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: Maintain and Support Relationships with Community**

**Specific Duties:**

- Establish relationships and work together 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

**Position Qualifications Requirements:**

**Education and Work Experience**

A four-year college degree is required; an advanced degree or equivalent experience in public administration, nonprofit management, business administration, marketing communications or related fields is strongly preferred. Candidates may possess any equivalent combination of education and experience that provides the required knowledge, skills and abilities. The preferred qualified candidate is a retired professional older adult with a respected career and community record.

**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
- High level of analytical, organizational and project management skills
- 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
- Highly collaborative and able to move fluidly between being a leader and a team member
- 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

**Desirable, but not required**

- Experience partnering with local businesses, corporations, or private employers
- Experience in educational leadership, civic engagement or social services

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 tied to education or civic infrastructure, is highly valued. This position also requires access to reliable transportation.

**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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