



The Dayton Foundation – Job Posting Announcement

Del Mar Encore Fellow – SICSA Pet Adoption and Wellness Center

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:

The Del Mar Encore Fellow will play a pivotal role in developing SICSA's One Welfare Program, a novel program which acknowledges the interdependence of human and animal wellbeing and encourages cross-sector collaboration to meet the needs of both. The Fellow will formalize and create structure for this program to help reduce access barriers, support families in crisis, and prevent animal suffering, while simultaneously strengthening our community's broader health and resilience.

Key Responsibility: Build a formal, sustainable framework that unites human and animal services to meet the needs of vulnerable pet-owning households

Specific Duties:

- Develop mission and vision for SICSA's One Welfare Program
- Map existing community partnerships and identify gaps or opportunities
- Develop systems and processes/procedures for collaboration, such as data-sharing agreements, memorandums of understanding, and co-hosted or sponsored events
- Create a comprehensive program outlining goals, principles, protocols, and outcomes
- Provide stakeholder engagement reports from listening sessions and advisory group
- Create a sustainability and internal organizational structure plan, including staffing and funding recommendations
- Present a final detailed report and transition plan to SICSA leadership

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

Four-year college degree and a minimum of five years of job-related experience in professional, management, or executive level. Demonstrated success in strategic planning, program/project management and implementation. Excellent personal and group communication skills. Comfortable working with a diverse population. 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
- Compassion for people and animals
- Ability to work in an office environment with regular exposure to animals and related allergens, including hair, dander, and cleaning agents
- As with all nonprofit work, patience and a sense of humor are valuable assets

Desirable, but not required

- Experience with or knowledge of animal welfare operations and/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

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