



The Dayton Foundation – Job Posting Announcement

Del Mar Encore Fellow – The Strategic Ohio Council for Higher Education (SOCHE)

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 Strategic Ohio Council for Higher Education (SOCHE) Del Mar Encore Fellow will play a key role in advancing the WorkOhio initiative, a regional workforce development effort designed to reduce unemployment and strengthen workforce participation across the 12-county Dayton region. This position is responsible for connecting individuals who face barriers to employment with meaningful career opportunities, while supporting employers in developing inclusive hiring, onboarding, and retention practices.

Through collaboration with community organizations, workforce agencies, educational institutions, and employers, the Encore Fellow will help address systemic employment challenges by expanding access to job search resources, workforce development programs, and employment support services. The position serves a diverse population of job seekers, including individuals with disabilities, veterans, recent college graduates, returning citizens, new Americans, and adults in recovery, helping them navigate pathways to sustainable employment. By fostering stronger connections between job seekers, service providers, and employers, this role will contribute to building a more inclusive, skilled, and resilient workforce throughout the Dayton region. The scope of work will include:

Key Responsibility: Workforce Connector, Partnership Builder

Specific Duties:

- Serve as a workforce strategist and advisor, assessing job seeker goals, skills, and barriers to employment to identify pathways to sustainable career opportunities.
- Cultivate and maintain partnerships with organizations such as Ohio Means Jobs, Goodwill Easter Seals, St Vincent de Paul, Montgomery County Reentry Program, Opportunities for Ohioans with Disabilities, Ohio Department of Veterans Services, Ohio Department of Aging, Educational Service Centers, and The Ability Connection to expand access to employment, training, and support services.
- Facilitate connections between job seekers and workforce, education, and upskilling resources that align with regional labor market demands and long-term career growth opportunities.
- Collaborate with employers across the region to assess workforce challenges, identify talent needs, and promote inclusive recruitment, hiring, and retention strategies.

- Research, evaluate, and benchmark innovative workforce development models and best practices from across the country, providing recommendations to enhance program effectiveness and regional impact.

Key Responsibility: Create Final Report

Specific Duties:

- Research, evaluate, and benchmark innovative workforce development models and best practices from across the country, providing recommendations to enhance program effectiveness and regional impact.

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:

- 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:

Four-year college degree and a minimum of five years job-related experience at the professional, management, or executive level. Experience in working with employers and jobseekers is preferred. 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 with senior-level experience in areas such as recruiting, placement and marketing. 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.
- Strong analytical, organizational, and program/project management skills, with the ability to manage multiple priorities simultaneously.
- Experience developing and implementing marketing and outreach initiatives to support organizational goals and community engagement.
- Ability to lead, collaborate, and build partnerships with individuals from diverse backgrounds, ages, cultures, and experiences.
- Proven ability to work effectively in team-based environments and collaborate with community partners to achieve shared objectives.
- 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.
- Self-motivated and capable of working independently with minimal supervision while maintaining accountability for program goals and outcomes.
- Ability to exercise sound judgment and maintain a high level of professionalism, discretion, and confidentiality.
- Proficiency in a variety of computer software applications and technology platforms relevant to program administration, communication, and reporting.
- Comfortable speaking in public and representing the organization in meetings, presentations, and community events.
- Demonstrates patience, adaptability, resilience, and a positive sense of humor—qualities that are essential in a nonprofit environment.

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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