



The Dayton Foundation – Job Posting Announcement

Del Mar Encore Fellow – University of Dayton Osher Lifelong Learning Institute (UDOLLI)

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 purpose of the Del Mar Encore Fellow position within the Osher Lifelong Learning Institute at the University of Dayton is to broaden access to lifelong learning opportunities and meaningful social engagement for underserved older adults throughout the Miami Valley. Through the development and implementation of a community-based outreach strategy, the Fellow will create and pilot a sustainable, multi-county access model that extends UDOLLI's volunteer-led learning programs to older adults facing barriers related to transportation, financial limitations, health challenges, or social isolation, fostering greater inclusion, connection, and lifelong learning. The scope of work will include:

Key Responsibility: Design, develop and pilot UDOLLI's Community Access Model

Specific Duties:

- **Community Needs Assessment and Discovery:** Conduct an environmental scan and needs assessment of older adult populations across the Miami Valley, with a focus on individuals experiencing financial hardship, limited transportation, health-related challenges, homebound status, or social isolation. Identify barriers to participation and opportunities for expanding access to lifelong learning programs.
- **Stakeholder and Community Engagement:** Establish and cultivate relationships with current and prospective community partners, including senior housing communities, assisted living facilities, libraries, social service agencies, wellness organizations, faith-based groups, and other community hubs serving older adults. Develop and formalize sustainable relationships with organizations serving underserved older adults through a traditional university-based membership model.
- **Curriculum Development and Adaptation:** Review and assess high-interest UDOLLI seminars and adapt 2-3 existing topics into accessible, community-based learning modules suitable for in-person, virtual, or hybrid delivery.
- **Resource and Toolkit Development:** Develop a comprehensive Community Access Curriculum Toolkit that includes facilitator guides, participant materials, session plans, logistics and implementation checklists, accessibility considerations, and evaluation tools to support consistent program delivery across partner locations.

- **Volunteer Recruitment and Support:** Recruit, train, and support a cohort of approximately 8–10 Volunteer Outreach Educators. Provide orientation, instructional resources, and ongoing guidance to ensure effective facilitation and participant engagement.

Key Responsibility: Evaluate and Document UDOLLI's Community Access Model

Specific Duties:

- **Program Evaluation and Data Collection:** Design and implement an evaluation framework that incorporates attendance tracking, participant and partner feedback, and pre/post measures related to social connection and cognitive engagement.
- **Communication and Reporting:** Prepare outcome summaries, impact reports, and presentations for stakeholders, community partners, and funders.
- **Sustainability Planning and Knowledge Transfer:** Create a final Community Access Model Toolkit and sustainability plan that supports long-term program continuation.

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; an advanced degree or equivalent professional experience in aging services, nonprofit leadership, community engagement, adult education, public health, social work, public administration, program evaluation, volunteer management, or a related field is strongly preferred. The preferred qualified candidate is a retired professional or older adult with a respected career and community record, including senior-level experience in cross-sector partnership development and stakeholder management as well as program design, evaluation, measurement and reporting. 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.
- Strong analytical, organizational, and program/project management skills, with the ability to manage multiple priorities simultaneously.

- 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.
- Excellent attention to detail.
- 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.
- Comfortable with public speaking, group facilitation, training, and partner presentations
- Skill in developing simple, usable evaluation tools, collecting outcome data, summarizing findings, and presenting results to stakeholders.
- Proficiency in a variety of computer software applications and technology platforms relevant to program administration, communication, and reporting.
- Demonstrates patience, adaptability, resilience, and a positive sense of humor.

Desirable, but Not Required

- Knowledge of older-adult programming, social isolation, lifelong learning, and barriers that affect participation among low-income, homebound, transportation-limited, or health-limited older adults.
- Understanding of community-based delivery models, senior housing communities, assisted living facilities, libraries, social-service agencies, and community hubs.
- Existing network with aging services organizations, senior housing providers, libraries, health and wellness organizations, faith/community groups, or civic coalitions.

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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