



The Dayton Foundation – Job Posting Announcement

Del Mar Encore Fellow – We Care Arts

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 Del Mar Encore Fellow will provide strategic leadership and capacity-building support to expand **Art Can Work**, an adaptive workforce-readiness arts initiative rooted in We Care Arts' award-winning Transition to Work (TTW) program. The Fellow will lead efforts to strengthen organizational infrastructure, develop scalable partnership and outreach models, and advance sustainable revenue and operational strategies.

Through collaboration with educational, community, and workforce partners, the Fellow will help increase access to high-quality adaptive arts education and employment-preparation opportunities for students with disabilities while enhancing the long-term growth, impact, and sustainability of the organization. The scope of work will include:

Key Responsibility: Educational Program Expansion; Partnership and Systems Development

Specific Duties:

- Provide strategic thought leadership, systems design, stakeholder engagement, and knowledge-transfer planning to build scalable infrastructure supporting the expansion of proprietary educational programs from 26 local school districts to broader regional and statewide implementation.
- Cultivate and strengthen partnerships with school districts, educational service centers, workforce-development organizations, community agencies, and other key stakeholders to advance program growth and sustainability.
- Develop and implement short and long-term growth strategies that align organizational capacity, resources, and operational systems with expansion goals.
- Design sustainable operational frameworks and capacity-building plans that support program scalability, replication, and long-term impact.
- Create a comprehensive market expansion and partnership-development roadmap to support the promotion, adoption, and distribution of the Art Can Work program across new educational and community markets.

Key Responsibility: Strategic Communications and Knowledge Transfer

Specific Duties:

- Develop executive-level presentations, marketing collateral, and strategic messaging materials to communicate program value, outcomes, and partnership opportunities.
- Create partnership engagement tools, outreach protocols, and stakeholder communication frameworks to support business development and relationship management efforts.

- Develop training resources and playbooks that equip staff and organizational leaders to identify, cultivate, and sustain strategic partnerships, ensuring continuity and long-term organizational capacity.
- Document and institutionalize scalable systems, operational processes, and best practices while providing strategic business development and revenue-growth recommendations that enhance organizational sustainability and expand access to adaptive arts and workforce-readiness programs for students with disabilities.

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 business development, business administration, or marketing or related fields is strongly preferred. The preferred qualified candidate is a retired professional or older adult with a respected career and community record with senior-level experience in areas such as sales, marketing and strategic planning/sustainable growth models. 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.
- Experience launching or scaling major community initiatives.
- Ability to work independently, lead cross-sector partnerships, and navigate sophisticated stakeholder environments.
- High level of analytical, organizational, and strategic thinking skills.
- Excellent attention to detail.
- Ability to lead, collaborate, and build partnerships with individuals from diverse backgrounds, ages, cultures, and experiences.
- 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.
- Ability to exercise sound judgment and maintain a high level of professionalism, discretion, and confidentiality.
- Proficiency in or knowledge of using a variety of computer software applications, as position requires.
- Demonstrates patience, adaptability, resilience, and a positive sense of humor.

Desirable, but not required

- Community relationships and an established professional network.
- Partnership experience with Education Service Centers and/or school leadership focused in surrounding metropolitan areas
- Experience supporting and empowering individuals with disabilities and diverse learning needs through inclusive programs, services, or community-based initiatives.

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

The Dayton Foundation is an Equal Opportunity Employer