



The Dayton Foundation – Job Posting Announcement

Del Mar Encore Fellow – Yellow Springs Home, Inc. (Home, Inc.)

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:

Yellow Springs Home, Inc. (Home, Inc.) seeks a Del Mar Encore Fellow to help lead two transformative initiatives that expand access to quality, stable housing in Dayton, Ohio: (1) the expansion of a Dayton homeowner repair grant program, and (2) the launch of a Dayton-focused Community Land Trust initiative. Years in the making, both projects are designed to address systemic inequities in Dayton's housing market—especially for older adults—and to center community decision-making, land sovereignty, cooperative ownership, collaboration and partnership, and intergenerational leadership in the solutions.

The Del Mar Encore Fellow will build organizational capacity, lead social enterprise business planning efforts, act as a community connector, identify resources, assist in the development of a pilot initiative bringing the Community Land Trust model to Dayton, and support the long-term sustainability of these efforts. The position is intended to develop multi-year plans, in collaboration with Home, Inc. staff and Dayton stakeholders, to build the capacity and manage the growth of both initiatives.

Key Responsibility: Program Design and Implementation

Specific Duties:

- Outline and execute a capacity-building and multi-year social enterprise business plan for the expansion of a Dayton-focused home repair program in collaboration with Home Inc. staff and partners
- Support the implementation of the expanded program, including coordination, tracking progress, and incorporating community feedback
- Identify and propose additional resources in collaboration with stakeholders to support ongoing programmatic expansion and sustainability

Key Responsibility: Strategic Planning and Resource Development

Specific Duties:

- Work with Home, Inc. leadership to develop a multi-year social enterprise business and implementation plan for the Dayton Community Land Trust, guided by a steering committee of community stakeholders
- Create a development management strategy to support long-term sustainability including identifying funding opportunities
- Track key milestones and lessons learned to produce a final sustainability toolkit, including replicable models and templates

- Complete final report summarizing community feedback, outcomes, and recommendations

Key Responsibility: Community Engagement and Inclusion

Specific Duties:

- Actively engage older adults and residents as partners in shaping both initiatives, emphasizing intergenerational participation and equity
- Facilitate participation in community forums, resident advisory groups, and other inclusive processes
- Ensure that the lived experiences of older adults help inform program design and decision-making

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 hand-in-hand 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 at the professional, management, or executive level. Demonstrated success in strategic planning, 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
- Strong project management, collaboration, and organizational development skills
- Entrepreneurial skillset and background, with an emphasis on social enterprise, nonprofit leadership, and/or growth management
- Ability to lead and partner with people from diverse backgrounds, ages, and experiences to facilitate collaborative decision-making
- Understands the critical role of data in decision-making
- Experience in building community partnerships to accomplish goals
- 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 (i.e., Microsoft Office and Google Suite)
- Comfortable with public speaking
- As with all nonprofit work, patience and a sense of humor are valuable assets

Desirable, but not required

- Background in community development, nonprofit management, and/or housing equity
- Familiarity with Community Land Trusts, housing cooperatives, and/or affordable housing development
- Experience with grant writing, fundraising, grant management, and/or public funding compliance
- Knowledge of urban planning, federal/state housing programs, and/or community economic development
- Comfort working with older adults and understanding of aging-in-place strategies

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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