

The Dayton Foundation - Job Posting Announcement

**~ Fellow – Del Mar Encore Fellows Initiative: Daybreak
21-32 Hours/Week - \$25,000/Year
This is for a 1-year, renewable contract**

Start Date: November 2018

Position Purpose: Working as part of The Dayton Foundation's Del Mar Encore Fellows Initiative (DMEF), the Fellow will work with Daybreak and other community stakeholders to identify the unmet needs of homeless youth, service gaps, and potential strategies that if implemented, could lead to the end of youth homelessness. More specifically, the Fellow will:

- Work closely with Daybreak senior leadership to implement a strategic planning process that will result in an agency strategic plan that will move us closer to ending youth homelessness in our community.
- Work with senior leadership of the Homeless Solutions Policy Board, Daybreak, and other key stakeholder agencies to prepare a competitive application for HUD Homeless Youth Demonstration Project funding. The application is expected to lay the groundwork for the development of a community-wide plan to end homelessness.

Key Responsibility: Lead the Del Mar Encore Fellows Initiative for Daybreak

- 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

- 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.

Key Responsibility: Support an Internal and External Communication Plan

- Coordinate internal communications to keep appropriate Foundation and the Host Organization staff informed of progress toward goals.
- Participate in regular Foundation 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: Support Del Mar Encore Fellows Initiative by Engaging Encore Volunteers in the Achievement of Deliverables.

- Create job descriptions for volunteers for the Host Organization's initiative and participate in the recruitment/selection process.
- Achieve goals through the volunteers by assigning accountabilities, establishing objectives and priorities, and by monitoring and evaluating results.
- Increase the effectiveness of volunteers by providing appropriate training and mentoring opportunities.

Education and Work Experience

Four-year college degree and a minimum of five years job-related experience at the professional, management, or executive level. Demonstrated success in project management and implementation. 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. Working style must fit that of Host Organization.

Knowledge and Skills

- Ability to foster and maintain positive working relationships with TDF and Host Organization staff, Fellows, and volunteers
- Demonstrated teamwork and ability to work with people from diverse backgrounds
- Ability to lead and supervise volunteers to achieve organizational goals
- Excellent analytical and organizational skills
- Project management skills
- A track record of diagnosing problems and development of workable solutions
- Ability to meet deadlines and prioritize work assignments to meet timelines
- Excellent dependability in reporting to work and meetings
- Excellent attention to detail
- Excellent verbal, written and interpersonal communication skills
- Strong public speaking skills
- 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 job requires
- As with all nonprofit work, patience and a sense of humor are valuable assets

Send résumé and cover letter via fax or email to:

Noreen Willhelm, Senior Fellow
The Dayton Foundation
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FAX: 937-222-0636

Closing Date: Friday, October 5, 2018

The Dayton Foundation is an Equal Opportunity Employer