

## **The Dayton Foundation - Job Posting Announcement**

~ Senior Fellow – Del Mar Encore Fellows Initiative

25 Hours/Week - \$40,000/Year

This is for a 1-year renewable contract

July Start Date

**Position Purpose:** To lead the Del Mar Encore Fellows Initiative, fulfilling its mission of engaging older adults in addressing significant community issues, leveraging the skills and experience of retired professionals as Fellows, and changing the conversation around aging. Manage the operational and programmatic functions for the Initiative, including identifying and engaging Host Organizations; recruiting, hiring, and supporting the Del Mar Encore Fellows; and coordinating the Fellows' participation in community and media events and programs related to older adults. To act as advocate for the initiative and its mission.

### **Key Responsibility: Lead the Operational and Programming Function for the Del Mar Encore Fellows Initiative**

- Develop the Del Mar Encore Initiative's operating plan.
- Continually monitor the Initiative's effectiveness and impact.
- Achieve financial objectives by providing oversight of budgets.
- Identify and seek out alternative funding sources, as appropriate.
- Develop either a plan for sustainability of the initiative or an exit plan.
- Identify and create opportunities to advocate for the mission and to achieve overall program objectives.
- Report outcomes and deliverables to appropriate stakeholders, funders, and program participants.

### **Key Responsibility: Formalize Relationships and Gain Community Buy-In and Participation**

- Establish relationships and work hand-in-hand with community leaders, business representatives, not-for-profit organizations and older adults, to create opportunities for older adults to tap into their skills and experience to improve Miami Valley communities.
- Participate in related community initiatives and gain trust among various partners
- Represent The Dayton Foundation (TDF) on relevant boards and committees.

### **Key Responsibility: Develop and Execute an Internal and External Communication Plan**

- Develop and execute an internal communication plan to keep appropriate staff informed of program progress and defined initiatives.
- Develop and execute an external communication plan, in coordination with the TDF Marketing Department.
- Communicate regularly with Fellows, keeping them up-to-date on program and TDF developments.
- Hold regular meetings to create camaraderie and information-sharing for the Fellows and their Host Organizations, to support the success of their initiatives.

**Key Responsibility: Oversee and Provide Direct Support to Del Mar Encore Fellows**

- Work with the Human Resources Department to recruit a diverse range of candidates, complete TDF orientation and onboarding, ensure thorough orientation with Host Organizations, and to regularly evaluate the performance of the Fellows.
- Achieve goals through the Encore Fellows by assigning accountabilities, establishing objectives and priorities, and by monitoring and evaluating results.
- Increase the effectiveness of Fellows by identifying and encouraging appropriate training and mentoring opportunities.

**Position Qualification Requirements:**

**Education and Work Experience**

Four-year college degree and a minimum of 5 years job-related experience managing community initiatives or any equivalent combination of education and experience that provides the required knowledge, skills and abilities. Experience working in advocacy role or with older adults is desired. Preferred qualified candidate is a retired professional.

**Knowledge and Skills**

- Ability to foster and maintain positive working relationships with partner organizations, staff and other colleagues
- Ability to lead and supervise others to achieve organizational goals
- Excellent verbal, written and interpersonal communication skills
- Excellent analytical and organizational skills
- Excellent attention to detail and ability to meet deadlines
- Values and demonstrates commitment to teamwork
- Highly motivated and self-directed, with demonstrated ability to work without close supervision
- Financial and budgeting acumen
- Proficiency in common computer software applications, including but not limited to Office 365, Zoom, Teams, and others as needed
- Understanding of and experience with using traditional and social media for advocacy and engagement
- Commitment to maintaining a high level of confidentiality

**Send résumé and cover letter via fax or email to:**

**LaTonia McCane, Director, Human Resources**  
**The Dayton Foundation**  
[lmccane@daytonfoundation.org](mailto:lmccane@daytonfoundation.org)  
**FAX: 937-222-0636**

**Closing Date: Friday, May 13, 2022**

*The Dayton Foundation is an Equal Opportunity Employer*