The Dayton Foundation - Job Posting Announcement

Del Mar Encore Fellow with Omega Community Development Corporation

21-32 Hours/Week - $30,000 stipend/Year

This is for a 1-year, renewable contract

Preferred Start Date: September 2023

Are you looking to join a well-respected organization that makes a difference in the community? The Dayton Foundation, the region's largest community foundation, has been helping you help others locally and around the world since 1921. We provide unmatched services, resources, support and counsel to help individuals and families achieve their charitable giving goals; we assist other nonprofits by awarding grants and offering our expertise to help them operate more effectively; and we’re helping to build a better community by identifying critical issues and bringing together the people and organizations who can help address them through leadership initiatives. Come join us in the great work we do to build a better tomorrow for all.

Position Purpose:
The purpose of the Omega Community Development Corporation Del Mar Encore Fellow is to support the Hope Zone Promise Neighborhood project and work closely with CDC’s Director of Policy & Partnerships to conduct research that helps identify strategic partnerships that informs actionable plans for Hope Zone sustainability. Also, the Del Mar Encore Fellow will cultivate and solidify partnerships, conduct strategy development/implementation and support advocacy (i.e., build advocacy platform) for relevant public policy that leads to positive outcomes for Omega CDC and the Hope Zone Promise Neighborhood. The scope of work will include:

Key Responsibility: Research - Advocacy, Outreach and Best Practices

Specific Duties:

• Monitor marketing trends, political landscape, and policy content relevant to Omega CDC’s mission and sustainability of Promise Neighborhoods in Dayton
• Develop summary of existing partnerships based on Hope Zone Promise Neighborhood proposal and activities and determine research priorities
• Research key partnerships/policies relevant to Promise Neighborhood sustainability
• Catalog research findings and propose policy strategies for implementation
• Inform, support, and develop prioritization of activities, based on research and context
• Develop and present proposed Advocacy Plan with Director of Policy & Partnerships

Key Responsibility: Relationship Building - Partnerships and Communications

Specific Duties:

• Partner with program partners (advocacy, employers, donors, other nonprofits, elected and municipal officials) to support the scale up and sustainability of the Hope Zone Promise Neighborhood initiative.
• Support communications strategies that integrate advocacy, development, local and national initiatives, marketing/program messaging to increase visibility to new, diverse, and existing external audiences and stakeholders.
• Participate in the implementation and planning of the Hope Zone initiative project, including startup and maintenance of all Hope Zone Workgroups and events, engaging stakeholders to ensure community-centered approach to programming and the initiative.
In addition, the Fellow will address the goals of Del Mar Encore Fellows (DMEF) Initiative by leveraging the inherent skills, experience and knowledge of older adults in our community, by creating high-impact volunteer initiatives and opportunities.

**Key Responsibility: Lead the Del Mar Encore Fellows Initiative for Assigned Host 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: 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.

**Key Responsibility: Support an Internal and External Communication Plan**

**Specific Duties:**
- Coordinate internal communications to keep 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: Support Del Mar Encore Fellows Initiative by Engaging Encore Volunteers in the Achievement of Deliverables.**

**Specific Duties:**
- 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.

**Position Qualification Requirements:**

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. Excellent personal and group communication skills. Comfortable working with a diverse population. Understanding of and/or experience in research design and implementation is desired. 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**
- Expertise in research, analysis, and evaluation using multiple methods
- Experience with stakeholder engagement, advocacy, and policy preferred
- Familiarity with identified frameworks is a plus, including Two Generation Approaches, Collective Impact, Results-Based Accountability, Cradle-to-Career, Place-Based Supports, and Asset Based Community development expertise coupled with familiarity with Dayton and Ohio
- Demonstrated passion for justice, equity, education, families, children and communities
- Strong collaboration and verbal, written and interpersonal communication skills
- Proficiency with technology and basic Microsoft Office programs such as Word, Excel, PowerPoint
- Ability to foster and maintain positive working relationships with The Dayton Foundation and the Host Organization staff, Fellows, and volunteers
- Ability to work independently; highly motivated and self-directed to complete program goals and responsibilities
- Demonstrated ability to work with people from diverse backgrounds
- Ability to lead and supervise volunteers to achieve organizational goals
- Strong customer service skills, computer skills and the ability to synthesize data in a manner ready for presentation and distribution
- Ability to meet deadlines and prioritize work assignments to meet timelines
- Ability to maintain a high level of confidentiality
- As with all nonprofit work, patience and a sense of humor are valuable skills

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