The Dayton Foundation - Job Posting Announcement

Del Mar Encore Fellow with Strategic Ohio Council for Higher Education (SOCHE)

21-32 Hours/Week - $30,000 stipend/Year
This is for a 1-year, renewable contract
Preferred Start Date: Late July 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 Strategic Ohio Council for Higher Education (SOCHE) Del Mar Encore Fellow is to focus on an initiative that supports people with barriers to connect to companies in need of workforce resources across our region. This work will address inequities in our community by assisting individuals from a very diverse set of demographics that include age, gender, race, immigration status, veteran, financial challenges, transgressions, disabled and mentally challenged. In addition, the Del Mar Encore Fellow will work on this initiative to aid employers in solving their current workforce issues by helping them become aware of an available workforce across the community. The scope of work will include:

Key Responsibility: Research to Educate, Engage and Employ
Specific Duties:
• Review existing body of topic-based research (i.e., U.S. Chamber of Commerce Report, Bureau of Labor Statistics, Ohio Labor Market information, etc.)
• Perform in-depth research on local agencies, nonprofits and other entities assisting people with barriers to work
• Develop research repository for educators to develop curriculum to provide critical employability skills to all jobseekers and educate employers on the value of establishing alternative hiring strategies
• Conduct thorough semi-structured interviews with agencies and employers

Key Responsibility: Report and Recommendations
Specific Duties:
• Produce and present quarterly progress reports
• Author a comprehensive final report with recommendations based on research (goals and outcomes) and semi-structured interviews

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 conducting research, gathering data and performing analysis
- Experience with interviewing techniques, focus groups and guided discussions
- Skilled writing and editing skills with an ability to express ideas of their own
- Highly organized and excellent communication skills to communicate effectively across many different audiences
- 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