



Job Title: Encore Fellow
Department: Knowledge, Leadership, Innovation
Reports To: Director, Intergenerational Initiatives
FLSA Status: Non-exempt
Grade: N/A
Cellphone Eligible: No

The Alliance for Strong Families and Communities, Inc. (Alliance) seeks an Encore Fellow to join our dynamic team in support of the Alliance's mission which is to strengthen the excellence and influence of our national network of high-impact nonprofit human-serving organizations so that together we may pursue our vision of a healthy society and strong communities for all children, adults, and families. The Alliance works with its membership network for transformational change by representing and supporting this system of more than 450 North American nonprofit human-serving organizations to translate knowledge into best practices that improve their communities. The Alliance includes its wholly owned divisions FEI Behavioral Health, Inc. and Ways to Work, Inc.

The Alliance is looking to hire a **seasoned professional (age 50+)** into a grant-funded, 1000 hour per year (part-time) Fellow position, to support our participation in encore.org's national campaign "[Generation to Generation](#)" and the oversight of the Alliance's "[Second Acts for Strong Communities](#)" initiative.

This is a one year, stipend position, with the possibility of extending 1-2 years.

The "Generation to Generation" campaign and "Second Acts" initiative have the following aims:

- Increase the number of paid and unpaid opportunities available for adults age 50+ ("encore talent"), working to improve the lives of vulnerable children and youth within the human-serving nonprofit sector
- Grow the number of intergenerational organizations within the Alliance network (organizations that support both intergenerational workforces and intergenerational programming in their community)
- Increase national/network awareness of and interest in creating encore opportunities in support of youth through targeted marketing efforts

Last fall, the Alliance implemented ten Second Act demonstration sites within its 450-member network, all working to actively leverage older adults in its workforce and direct service programs. Over the next two and a half years, the Alliance and its evaluation partner will assess the viability and impact of these older adult-focused human capital talent models, and create a framework for bringing the initiative to national scale.

This Fellow will support the Alliance to meet the goals of the initiative by:

- Supporting program operations: Assisting the director of Intergenerational Initiatives with implementation, maintenance and overall administration of the "Second Acts for Strong



Communities” initiative across the Alliance membership. This person will use their knowledge and experience to provide technical assistance and one-on-one coaching across our 10 sites to help members work through culture building issues, recruiting techniques, onboarding, management approaches and marketing strategies to help our sites effectively integrate encore talent into their human capital strategies.

- Building Alliance home office capacity: Work with Alliance HR and leadership team to assess and identify Alliance human capital needs and talent development opportunities.

This position will require someone with a strong foundation of workforce and/or organizational development knowledge and expertise, strong written and verbal communication skills, and a creative and adaptable mindset. We are looking for an experienced professional, someone ready to share their knowledge and skills, but also someone with a curiosity about the nonprofit sector and a readiness to learn.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following; other duties may be assigned.

External Efforts:

- Provide regular support, coaching and technical assistance to demonstration sites through monthly coaching calls and provision of tools and resources
- Help identify and capture compelling case studies, site success stories and best practice guidance that demonstrate the potential for encore talent to improve the lives of children and increase nonprofit capacity to advance their missions.
- Assist with the development of a toolkit and training module, to help other organizations implement intergenerational models in their organizations
- Participate in initiative-related learning communities, to help identify what works, what doesn't and what is ultimately required for successful integration of experienced adults in the nonprofit workplace
- Support qualitative and quantitative data collection across the demonstration sites
- Assist with the planning and hosting of initiative trainings/meetings/webinars
- Provide marketing and communications support related to the initiative that can be distributed via social media, web stories, articles, press releases, and other channels.

Internal Efforts:

- Assess organizational human capital needs and talent development opportunities within the Milwaukee Operations Center and Washington DC headquarters.
- Create ongoing communication and learning opportunities for Alliance staff and encore talent recruited into the organization- to ensure smooth integration of encore talent into the organization.

EDUCATION and/or EXPERIENCE

The Alliance is looking for a seasoned professional (age 50+) with transferrable skills. Previous work related to human resources, talent development, organizational development, project management, marketing, communications, team leadership, and/or knowledge development is desirable.



We are looking for someone that is passionate and/or interested in engaging and leveraging experienced adult talent for social good. This individual should be comfortable with experimenting and learning from new models, building buy-in from others, and should have the mindset that we all have something to learn from each other.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Professional experience leading talent development work and/or marketing
- Project management experience with the ability to research, plan, and execute projects in a deadline driven environment.
- Coaching and/or training experience in professional environments
- Ability to work independently as well as part of a team and establishes and maintains effective working relationships with members and other team members.
- Shows and fosters respect and appreciation for each person, whatever that person's background, race, age, gender, disability, values, lifestyle, perspectives or interests.
- Excellent communication skills, including strong writing skills and spoken communication skills.
- Generates new ideas and creative solutions.
- An interest in learning about and gaining exposure to human serving nonprofit structures, operations and culture. Should have a passion for advancing the capacity and influence of the nonprofit sector.
- Highly collaborative with ability to influence and engage coworkers outside of formal levels of authority

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.



WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

TRAVEL EXPECTATIONS

Attend the Second Acts cohort convening in Milwaukee, June 13-16, business and additional evening hours.

There is also an opportunity to conduct site visits Spring 2018. These 10 visits are not required; however, the Fellow is welcomed to attend. Specific dates TBD.

Approved By: Human Resources Specialist

Approved Date: February 28, 2017
