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## LEADERSHIP FELLOWS

# Fall 2021 Nomination Form

## The New York Community Trust Leadership Fellows

In order to be eligible to nominate a staff member your organization **MUST** have received a grant from the New York Community Trust, the Westchester Community Foundation, or the Long Island Community Foundation within the last three years.

- Yes, our organization is a grantee of one or more of the above.
- No, our organization has not been funded by the Trust, the Westchester Community Foundation, or the Long Island Community Foundation.

### General Information

*This nomination form must be submitted online. Each nominee should review the program dates to make sure that they can commit to the program for its entirety.*

**The New York Community Trust Leadership Fellows** program is a partnership of the New York Community Trust and the Austin W. Marxe School of Public and International Affairs at Baruch College, its Center for Nonprofit Strategy and Management, and Office of Executive Certificate Programs. Its aim is to ensure that tomorrow's nonprofit organizations have the human capital to flourish and advance their missions on behalf of New Yorkers.

Please note that if you have not reviewed information and eligibility requirements, you may do so through the URL here: [www.trustfellows.org/more](http://www.trustfellows.org/more)

Classes for the Fall 2021 cohort will be held through Zoom on Thursdays and Fridays from 9:00 am to 12:00 pm, beginning on September 24 and ending on December 17. Applications for the Fall 2021 cohort will be accepted until all seats are filled. In the event that a qualified applicant is not selected for the current cohort due to capacity, they will be offered a seat in the Spring 2022 Cohort. Accepted fellows are also required to attend up to four Leadership Conversations as scheduled, typically on Mondays from 6:00 pm to 8:00 pm.

**Eligibility Requirements:** Nominations are open to all mid-career professionals currently employed by an organization that has received a grant within the last three years from the New

York Community Trust, the Westchester Community Foundation, or the Long Island Community Foundation. The chief executive officer or executive director of the grantee partner can nominate an exceptional individual who has demonstrated managerial and/or leadership talent and has had at least a minimum of three years of managerial experience for acceptance into the program.

**Nomination Process:** CEOs or EDs must nominate an employee at their organization to serve as a Leadership Fellow. They must first complete the first section of the nomination form by clicking "Next" to submit their information, then clicking "Save Answers and Resume Later" when they reach the section that the nominee should complete. Upon saving the form, Formstack will generate a link, which the CEO or ED can copy and forward to the nominee, who is responsible for completing the form starting on page three. The nominee can also utilize the "Save Answers and Resume Later" function if she or he is not able to submit the form in one session.

**Learning Agreement:** Upon acceptance in the fellowship, both the CEO/ED and the nominee are required to sign a learning agreement that details their responsibilities.

**Change Project:** Leadership Fellows are required to design and begin to implement a project for their organizations over the course of the fellowship. This change project should be of front-burner importance to the organization, and provide the Fellow with an opportunity to expand his or her managerial and leadership skills. Fellows are able to modify or change their projects after the semester begins, as long as their CEO or ED approves of the changes.

**Mentors:** Each Fellow has the support of a mentor of his or her choosing from a preselected list of seasoned nonprofit professionals and subject experts. A Fellow can also recommend a mentor who is not on the list. Fellows are required to meet with their mentors a minimum of four times. Mentors will coach fellows on the design and implementation of their change projects and also on professional challenges and opportunities.

Nominees interested in applying to be a member of the Fall 2021 cohort must complete and submit the following form. Early submissions are encouraged, as decisions are made on a rolling basis. Applicants will receive a copy of their completed nomination form upon submission.

We aim to provide a supportive and inclusive environment for BIPOC, and we encourage executive directors to consider nominating talented people of color from their staff.

If you have any questions about applying to be a Leadership Fellow, please email Shelly Ho, Communications Director, at [info@trustleadership.org](mailto:info@trustleadership.org).

## **I. Information about your organization (to be provided by ED or CEO)**

Name of Organization:

Name of Chief Executive Officer or Executive Director:

Title:

CEO/ED Email:

CEO/ED Phone:

Organization Address:

Organization Website:

Please select the answer which best describes the geographic scope of your organization's services/activities:

- Boroughwide
- Citywide
- Statewide
- National
- International

Digital Signature of Chief Executive Officer or Executive Director (type name below):

Date:

## **II. Information about the nominee (to be provided by nominee)**

Name:

Address:

Phone:

Work Email:

Personal Email:

At which email address would you prefer to receive communications regarding our program?

- Work Email
- Personal Email

Gender:

Ethnicity:

Current Job Title:

Number of Years at Organization:

Number of Years of Overall Supervisory/Managerial/Leadership Experience:

Number of Years of Nonprofit Experience:

Languages Spoken:

## **III. Information about the nominee's work history (to be provided by nominee)**

Please upload a current CV or resumé.

## IV. Change Project

Check one or more of the boxes below that correspond to your proposed change project:

- Collaboration, Strategic Alliances, Partnerships and Mergers
- Communications
- Developing Impact Measurement Assessment Tools
- Financial Management, Planning and Forecasting
- Fundraising/Resource Mobilization
- Governance and Board Development
- Management
- Navigating Organizational Change
- Strategic Planning
- Talent Recruitment and Development
- Leadership
- Advancing Organizational Diversity
- Other

## V. Please write brief but detailed responses to the following questions. Responses are limited to 1,000 characters per question.

A. What managerial and/or leadership experiences make you a strong candidate for this fellowship?

B. Please describe how this fellowship can enable you to advance professionally. For example, what skills and competencies would you hope to develop or strengthen?

C. Describe the change project that you will design and begin to implement during the course of your fellowship. Please be sure to relate the change project to your current role and/or responsibilities.

I understand the Fall 2021 Cohort will take place from April 22 to July 9 and have checked each of the dates against my availability to ensure full participation if accepted.

Digital Signature of Nominee (type name below):

Date: