

## Frequently Asked Questions

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### What is The New York Community Trust Leadership Fellows?

The New York Community Trust Leadership Fellows is an effort of The New York Community Trust in association with the Baruch College School of Public Affairs, Office of Executive Programs and Center for Nonprofit Strategy and Management.

### What is its aim?

Our aim is to ensure that tomorrow's nonprofit organizations have the human capital to flourish and advance their missions on behalf of the people of New York City.

### Are there specific objectives?

The objectives are:

- To equip mid-career practitioners in New York City nonprofits with the competencies, skills, and talents to be effective managers and leaders
- To help practitioners develop a deeper understanding of the overall nonprofit sector and its subsectors, and how nonprofits interact with government, their community, and the private and nonprofit sectors
- To foster a network of certificate graduates who can learn and find support from their counterparts
- To connect practitioners with current leaders and policy makers
- To provide a malleable curriculum that allows each certificate cohort and participant to identify and improve their own leadership and management abilities and design and implement initiatives for non-profit organizations.

### Is my organization eligible to apply?

If your organization has received a grant in the last three years from The New York Community Trust, The Westchester Community Foundation or The Long Island Community Foundation, your executive director or CEO is eligible to nominate a Fellow. The executive director or CEO of the grantee organization must approve the initiative that the employee has described in the nomination form. If the draft initiative is modified during the course of the Fellowship, the CEO must approve all major revisions.

### Who is eligible to be nominated as a Fellow?

The executive director of the grantee organization can nominate a mid-career employee for consideration. The candidate must have evidenced managerial experience and potential leadership ability.

### Can my organization nominate more than one person to be a Fellow?

The executive director of an eligible organization can nominate one employee for the spring semester and another for the fall semester if she or he so chooses.

### Who completes the form?

The executive director must complete the first page of the nomination form. The nominee completes the rest of the form. The executive director must then review and approve the completed nomination form before it is transmitted.

## Frequently Asked Questions (continued)

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### Can I nominate an employee who already has an advanced degree?

There are no educational restrictions. Candidates with advanced degrees are eligible, as well as those without any college experience.

### Will I receive an academic certificate?

At the completion of their course work, Leadership Fellows will receive an executive certificate from the Baruch College School of Public Affairs. Baruch College is one of the six senior colleges of the City University of New York.

### What is the deadline for submitting nominations for the spring semester?

Nominations for the spring semester will be accepted up to Friday, March 6, 2015.

### When are nominations due for the fall semester?

Nominations for the fall semester will be accepted up to Friday, August 7, 2015.

### What time commitment is required of Fellows?

Fellows will be required to attend all 12 days of courses, participate in monthly Dean's Dinners, and meet with their mentors during their course of study, especially during the course break (from May 16th to July 9th) when they are implementing their initiatives. Classes will begin at 9am and end at 4pm, including a one-hour lunch break.

### What are the dates of the spring classes?

Classes will be held on Wednesday on 3/18, and on subsequent Fridays - 3/27, 4/10, 4/17, 4/24, 5/01, 5/08, 5/15 and Fridays - 7/10, 7/17, 7/24, and 7/31.

### Will there be required work outside of the classroom?

To help ascertain if the Fellowship is helping Fellows meet the learning objectives and goals of the program, Fellows will be required to complete a short written and video assessment before they arrive on campus. There will be a second assessment following the completion of each cohort. The results of these assessments will help the School determine to what extent the Fellowships are achieving their objectives.

In addition, a brief survey will be sent to Fellows and CEOs (as well as other managers) of organizations a year after Fellows have completed their Fellowships. This survey will explore how and to what degree the professional development and organizational capacity building developed in participants has had an impact at their respective organizations. Any feedback provided through the survey and assessments will be used for curricular and programmatic improvements.

During the first eight weeks of the semester, Fellows will also be required to design an initiative pertaining to an actual leadership and/or management issue, challenge and/or opportunity facing their organizations. Fellows will present their initiatives to their classmates on Friday May 15th. At the completion of the first eight weeks of the semester, Fellows will then have until Thursday, July 9th to start implementing their initiatives. On Friday, July 31st, when Fellows will present to their classmates on what has transpired in the course of the implementation period.

## Frequently Asked Questions (continued)

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### Where will classes be held?

Classes will be held at Baruch College in its Vertical Campus Building. It is located on 24th street and Lexington Avenue in the Gramercy Park neighborhood in Manhattan. Some classes may be held off site. Class hours are from 9am to 4pm. A hot breakfast will be served starting at 8am, and a hot lunch at noon.

### What are the *Dean's Dinners*?

During the course of the semester, Dean David Birdsall of the School of Public Affairs will host monthly informal dinners with outside guest speakers. These dinners provide an opportunity for Fellows to be together outside the classroom and to engage in conversation with leaders in the nonprofit sector, city and state government, and foundations.

Our first dinner will be held from 6am to 8pm on Wednesday, March 11, and our featured guest is Lorie Slutsky, the president of The New York Community Trust. Dinners will be held at the Vertical Campus building at Baruch College.

### How do I secure a mentor? What should be my expectations?

We are assembling an impressive group of seasoned nonprofit practitioners and subject experts to serve as mentors. Each Fellow will have the opportunity to choose her or his mentor. If a Fellow would like someone who is not on the list as a mentor, she or he can consult with the Leadership Fellows director Michael Seltzer to see if that person would qualify as a mentor. In the case that several Fellows choose the same mentor, priority will be given on a first-come basis. Mentors will be available throughout the entire course of the program. The key responsibility of a mentor is to coach a Fellow on the design and implementation of his or her initiative. Michael Seltzer is also available to all Fellows for counsel and support throughout the semester, and afterwards as well.

### Who will be teaching the classes?

Faculty members of the Baruch College School of Public Affairs and experienced practitioners will be serving as faculty.

### When will the course readings and syllabus be available?

Fellows will receive these documents by March 11, 2015. Most readings will be made available electronically.

### Will I have access to Baruch College facilities?

All Fellows will receive a Baruch student identification card, which will enable them to make use of the College's facilities. Fellows will be able to have access to the Newman Library located on the north side of the street between Lexington and Third avenues and 24th street. They will be able to access all library materials, but will not be able to borrow books. In addition, they will be able to take advantage of the services of the Baruch Writing Center.

### If Fellows have additional questions, whom should they contact?

Michael Seltzer, who is a member of the faculty of the Baruch College School of Public Affairs, is the director of The New York Community Trust Leadership Fellows. He can be reached via email at [info@trustleadership.org](mailto:info@trustleadership.org).