



**ABFE**

A Philanthropic Partnership for Black Communities

## **Connecting Leaders Fellowship Program**

### **2014-2015 Application Instructions**

#### **Online Submission**

Applications are to be completed **online** by **Monday June 30, 2014** at the following link:

[CLFP Application 2014-15](http://fs7.formsite.com/abfelynnemailcom/2014app/index.html) (<http://fs7.formsite.com/abfelynnemailcom/2014app/index.html>)

You can create a login user name and password to enable you to return to your application at any time, prior to submission.

#### **Application Content**

The application consists of:

- ◆ Cover Sheet
- ◆ The following 4 Essay Questions of approximately 300 words:

1. In the Connecting Leaders Fellowship, we often speak of "stepping into a leadership moment," which are those opportunities when a change needs to occur and someone has to catalyze that change. Often, the "leader" in these moments does not necessarily have the position or authority to lead the change, yet he or she leads, nonetheless. Describe for us a "leadership moment" you have encountered. What change needed to occur? Did the change take place? What role did you play? What did you learn about yourself as a leader from this experience?

2. Tell us about experiences you have had leading teams, projects, or initiatives. From the successful experiences, what did you do to make it successful? From those in which the outcome did not meet your expectations, what were the challenges? How will you set up your next opportunity for success from the outset?

3. What issues or challenges facing Black Communities are of most interest to you at this time? What role do you see organized philanthropy playing in addressing these issues or challenges more effectively?

4. We often speak of ABFE as the place where "personal passion connects with professional mission." Please reflect upon the journey of your career to date and anticipate the career you want to create going forward. What difference do you want to make through your work? What skills and experiences do you need to gather to meet your goals? What role do you see the Connecting Leaders Fellowship playing in your career journey?

- ◆ An Uploaded copy of your resume
- ◆ One letter of recommendation to be emailed to [fellowship@abfe.org](mailto:fellowship@abfe.org)

#### **Notification**

**All applicants will be notified by mail on August 1, 2014.**

**Leadership Summit (mandatory, all expenses paid)**

**November 3-7, 2014**



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#### Letter of Recommendation Request

As part of the application for the Connecting Leaders Fellowship, we ask each candidate to submit one letter of recommendation from someone who knows the candidate's work well.

We ask that you submit your letter electronically by **June 30, 2014** to [fellowship@abfe.org](mailto:fellowship@abfe.org). Please save the document as **Candidate last name.first name Recommendation**.

#### About ABFE

The Association of Black Foundation Executives (ABFE) was established in 1971, by forward-thinking, Black foundation executives to promote effective and responsive philanthropy in Black communities. As the first official affinity group of the Council on Foundations, ABFE is the champion of diverse leadership in philanthropy. Progress is defined by a substantial increase in the number of Blacks as leaders and emerging leaders within the philanthropic field as well as new and more effective dollars targeted to priority issues in Black communities. Today, ABFE counts among its members some of the most influential staff, trustees, and donors of grantmaking organizations who are intimately involved in shaping the focus, decision-making, and response of foundations toward Black communities. For more information please visit [www.abfe.org](http://www.abfe.org) or contact ABFE at 646.230.0306.

#### Connecting Leaders Fellowship

The ABFE Connecting Leaders Fellowship is a year-long experience designed to sharpen the skills and strengthen the leadership capacity of foundation staff, donors, and trustees who are committed to assisting Black communities through philanthropy. Fellows have the opportunity to learn from seasoned grantmakers and peers on a regular basis, understand how to be more effective agents for change within their institutions, and participate in a network that focuses on innovative solutions to community challenges. Fellows participate in a weeklong, place-based learning experience, monthly calls and are assigned an executive coach. In addition, each fellow completes a community-based learning project. *Please note that fellows will be based at their home institutions and in their communities during the fellowship year.*

#### Who is Eligible to Apply?

The Fellowship is open to anyone that fits the following profile:

- 2+ years of demonstrated experience as a grantmaker, trustee, or donor in organized philanthropy
- A deep-rooted commitment to assisting Black communities through philanthropy
- Ability to attend the ABFE Leadership Summit that will be held **November 3-7, 2014**. (Participation in the Summit is MANDATORY, and at no cost to the Fellows.)
- All Connecting Leaders Fellows must be members of ABFE.



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#### **Advice on Seeking Letters of Recommendation**

In reviewing applications for the Connecting Leaders Fellowship for the past few years, the Selection Committee has developed the following advice for seeking letters of recommendation.

There is a noticeable difference in letters in which the candidate took an active role in shaping. With this in mind, we suggest:

- ◆ Discuss with your recommender what you are applying for and why you are seeking the opportunity.
- ◆ Let them know the questions asked on the application or the qualifications listed for the position. Letters in which the recommender specifically addressed skills sets sought in the application make a big impression on the committee.
- ◆ Provide your recommender with specific examples of your work that you intend to discuss in your application or interview. When the letter reinforces and echoes your description of yourself the impression is very powerful.

Your recommender will appreciate your input, as it will help make writing the letter easier. At the same time, the dialogue you open can lead to some great discussions for your own professional development.