



Interim Executive Leadership (IEL) Program Application

*Sponsored by The New York Council of Nonprofits, Inc. (NYCON) in partnership with
Innovative Charitable Initiatives, Inc. (ICI)*

*For additional information on the Interim Executive Leadership (IEL) Program please contact Jennifer Lockwood, Program Director at 845-454-5062 x. 102, or by e-mail at jlockwood@nycon.org. Applications for the **August 2009 Training Sessions** are now being accepted and are due to NYCON by **JULY 31, 2009**.*

PROGRAM OVERVIEW:

The Interim Executive Leadership (IEL) initiative trains, places and supports qualified, experienced professionals in transitional nonprofit ED/CEO positions in New York State. NYCON, in partnership Innovative Charitable Initiatives (ICI), our nonprofit subsidiary, is seeking qualified and experienced professionals to assume interim position placements as employees of ICI.

The program works like this: NYCON trains and selects a pool of interim executives who, depending on their competencies, availability and location, will be offered as candidates to our member nonprofits (now over 1,600) experiencing transition. NYCON will assess the situation and needs of requesting nonprofits and provide them with candidates from our pool to interview and decide as to whom, if any, they want as interim ED or CEO. All interim executive leaders that are placed by NYCON will be under an employment contract with ICI, which specializes in employment administration. NYCON will be retained by the member nonprofit for the IEL services and will in turn subcontract with ICI. NYCON provides all the necessary referral, assessment, placement, and supportive service arrangements. Many member nonprofits will also access additional NYCON services such as search assistance, financial management, legal, board development, etc.

In most cases, but not all, interim executives will be working on a part-time schedule, generally 3 full days per week. Full time is not encouraged as it can foster an unhealthy dependency on the interim and unnecessarily lengthen the interim period. The typical engagement will last 3-6 months. Interim executives will be compensated based on the previous occupant's salary plus the value of the mandatory and optional benefits prorated for FTE time spent. Direct expenses, including mileage, will also be reimbursed. As an employee of ICI, interims will receive mandatory benefits and liability insurance coverage. The client nonprofit will be charged the cost of the interim executive compensation plus a percentage.

NYCON is seeking the most qualified participants for this training and the program. Following submission of the application, an interview by telephone or in person will be conducted. Notification as to acceptance will occur shortly thereafter.

Please be aware that acceptance and completion of this training does not obligate NYCON nor ICI to employ or make referrals for any person. Likewise, participation in the training does not obligate any individual to enter into an employment relationship with ICI. Within a month or so after the training, NYCON will provide a detailed orientation to the IEL program and the ICI employment relationship for those participants who we believe can best fulfill the needs of our members and the terms and conditions of the program. To be employed by ICI as an interim executive, a criminal background check will need to be agreed upon and performed. The orientation training and the background check will be provided at no fee to the candidate. See www.nycon.org for updated information.

Executive Leaders with the following backgrounds are encouraged to apply:

- **Current and former executive directors** with numerous years of successful experience in nonprofit executive management are preferred;
- **Nonprofit professionals** who are currently or have already served as an IEL who would like to be involved with this initiative and receive specialized training to augment and build upon their experience and improve upon their current skills in interim management;
- **Other professionals, consultants** who clearly demonstrate executive leadership knowledge, abilities, maturity and effectiveness.

TRAINING DATES & LOCATIONS:

ALBANY- August 18th, 2009

9:00 a.m. - 5:00 p.m.; NYCON Main Office, 272 Broadway, Albany, NY 12204

ROCHESTER- August 20th, 2009

9:00 a.m. - 5:00 p.m.; United Way of Greater Rochester, 75 College Avenue, Rochester, NY 14607

FEES:

Training fee is **\$150** for qualified/approved participants includes comprehensive training materials lunch is also provided.

LEARNING OBJECTIVES:

Program participants will:

1. Enhance their knowledge of the executive transition process and the specific leadership role of the IEL.
2. Increase their practical understanding as to the reality of being an IEL -- the challenges presented, the emotional aspects of an organization undergoing an executive transition, and dealing with staff and board dynamics, conflicts and anxieties.
3. Gain the critical knowledge, skills, perspective and limitations associated with being an effective IEL.
4. Learn resume and interviewing tips in seeking IEL engagements.
5. Develop a working understanding as to NYCON-ICI's IEL Program including the guidelines, expectations and contractual arrangements for IELs.
6. Gain a working knowledge of how to work with NYCON' multi-disciplinary professional team in supporting the work of the IEL and the organization's transitional process.
7. Learn how to successfully close or transition out of an IEL engagement.

APPLICATION: (Attach Detailed Resume with 3 Professional References & Contact Information)

Name: [] Mr. [] Mrs. [] Ms. _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Preferred "first name" to be used on name tag: _____

Please list any languages you may speak other than English: _____

1. How long have you worked in the nonprofit sector and specifically in NYS? _____

2. Please identify up to three of your most significant accomplishments with respect to nonprofits:

3. How familiar are you with NYCON? _____

4. Why are you interested in becoming an Interim Executive Leader (IEL)?

5. What do you consider to be the most important qualities of an interim executive leader? _____

6. What are the greatest challenges that you feel you will face as an Interim Executive?

7. What role do you feel you can play in bringing effective transitional management to an organization after completing this Interim Executive Leadership (IEL) program? _____

8. What special skills, training, knowledge, and expertise will you bring to this program to share with the other attendees? _____

9. Which of the following NYS regulatory or funding agencies do you have experience with (*check all that apply*): OCFS OASAS OMRDD OMH DOH DOE DHCR Other: _____

10. What type of organization would you prefer to be placed in as an IEL? (*check all that apply*):

- Advocacy/Public Policy
- Animal Protection/Rights
- Arts/Culture
- Child Welfare/ Youth Services
- Child Care/Child Development
- Developmental Disabilities

- Domestic Violence
- Education, including Literacy
- Environmental/ Land Conservation
- Healthcare (non-Medicaid)
- Healthcare (Medicaid)
- Housing
- Human/Social Services
- Legal Services
- Libraries
- Mental Health
- Migrant/Immigrant Services
- Museums/ Historical Societies
- Other: _____

11. What area or region in NYS do you prefer to be placed in? (*check all that apply, please refer to the region key for specific counties*): Greater Capital Region Central NY Region Central Southern Tier Hudson Valley North Country Western NY Finger Lakes Region Other: _____

NYS Region Key:

Central- Cayuga, Cortland, Herkimer, Madison, Oneida, Onondaga, Oswego, Otsego, & Tompkins

Central Southern Tier- Broome, Chemung, Chenago, Delaware, Stueben, Schuyler, Sullivan, & Tioga

Greater Capital Region- Albany, Fulton, Montgomery, Rennselaer, Saratoga, Schenectady, Schoharie, Warren, & Washington

Mid-Hudson Valley- Columbia, Dutchess, Green, Orange, Putnam, & Ulster

North Country- Clinton, Essex, Franklin, Hamilton, Jefferson, Lewis, & St. Lawrence

Western Finger Lakes- Livingston, Monroe, Ontario, Seneca, Wayne, & Yates

Western- Alleghany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, & Wyoming

12. How far are you willing to travel? _____

13. What is the minimum compensation on an annualized basis would you require to serve as an Interim Executive? _____

14. What is your preferred placement duration? _____

15. Do you have experience serving on a Board of Directors? If so, please describe. _____

16. Briefly describe the most challenging issue(s) you have experienced in an executive management role and how you approached a resolution to the issue(s): _____

17. How did you learn about the Interim Executive Leadership Program? [] Agency [] Friend [] Website [] Newspaper [] NYCON Newsletter [] Other: _____

18. Which training location do you prefer to attend? [] **Albany, August 18th** [] **Rochester, August 20th**

Completed applications should be submitted by JULY 31, 2009 to:

The New York Council of Nonprofits, Inc. (NYCON)

Interim Executive Leadership Program

Attention: Jennifer Lockwood

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Poughkeepsie, NY 12601

jlockwood@nycon.org