Fellowship Job Description

Status: Exempt employee of The ZOOM Foundation
Reports to: Nicole Lindsay, Director of Leadership Development, The ZOOM Foundation

Overview: The ZOOM Public Policy Fellowship will select exceptional rising leaders from across the nation to increase their impact through the opportunity to work on high-level policy projects in Connecticut and participation in an intensive professional and network building program. The year-long program is designed to:

- Create action-oriented learning opportunities for emerging leaders through which they are provided exceptional access and support that empowers them to contribute meaningfully to Connecticut’s public policy;
- Develop a sustainable public service leadership pipeline in Connecticut; and
- Add value to Connecticut’s public policy efforts with Fellows’ contributions.

Eligibility Restrictions:
- Fellowship is limited to U.S. Citizens and Permanent Residents
- Employees of the State and Federal government are not eligible for the Fellowship, unless they are career military personnel
- Fellows agree to suspend any graduate study or outside work for the duration of the Fellowship

Role and Responsibilities:
Fellows will be placed full-time in state and municipal offices. Previous Fellows have been placed in the Office of Governor Dannel P. Malloy, Office of the Milford Mayor Benjamin Blake, and the Office of New Haven Mayor Toni Harp. Fellows work with senior staff on policy projects that address complex issues and challenges. They may perform research relative to policy implementation, serve as a coordinating intermediary between different agencies and offices, or lead special projects that add value to the specific office in which they are placed.

Fellows are responsible to meet requirements of the ZOOM Fellowship Program. These include professional and leadership development responsibilities: individual coaching based on a Fellow Development Plan (FDP), mentorship program, and other learning opportunities. Fellows are expected to contribute to the learning of their peers and participate fully in the Fellows cohort. Further, Fellows are leaders and ambassadors for the Program at all times. Specific outreach may be required as appropriate.

Other duties as assigned.
Requirements:
ZOOM Fellows bring a diverse set of backgrounds and skills to the program and have exhibited leadership in the nonprofit, private and public sector. As change agents, these leaders bring a sense of urgency, an action orientation, and a dogged optimist that meaningful social change can be achieved. The ideal candidate will demonstrate: intellectual curiosity and commitment to action for practical results; track record of success in reaching ambitious goals; entrepreneurial spirit; leadership skills and the potential for further growth; commitment to public service; and the skills to succeed at the highest levels of the state and local government.

These qualities, combined with the strength of one's character, a positive attitude, and the ability to work well with others, are taken into consideration when selecting Fellows. “Goodness of fit” with the placement site will guide final decisions.

Schedule and Location:
Fellows work 40 hours per week and report to location of placement site on a daily basis. Additionally, attendance at other Fellowship events, such as coaching meetings, leadership development workshops and group dinners, require travel to various towns in the state. Work hours are generally in keeping with the assigned office.

Compensation:
The ZOOM Foundation provides each Fellow with a salary commensurate with pay ranges in the placement office and pays all fringe benefits according to the Foundation’s own guidelines. The term is for one year (12 months). Fellows are responsible for their own housing, relocation and transportation costs.
OVERVIEW AND CANDIDATE GUIDELINES

About the ZOOM Fellowship

The ZOOM Public Policy Fellowship ("Fellowship") supports select emerging leaders to increase their impact through the opportunity to work on high-level policy projects in Connecticut and participation in an intensive professional development and network building program. The year-long program is designed to:

- Create action-oriented learning opportunities for emerging leaders through which they are provided exceptional access and support that empowers them to contribute meaningfully to Connecticut’s public policy;
- Develop a sustainable public service leadership pipeline in Connecticut; and
- Add value to Connecticut’s public policy efforts with Fellows’ contributions.

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Through the Program, Fellows will:

- Learn how government works.
- Expand their own professional networks and become part of an alumni network made up of leaders in diverse sectors.
- Learn by working on a variety of high-level policy projects.
- Develop professional and leadership skills necessary to lead change for the public good.

How the Fellowship Works

The Fellowship has two main components: a) placement in a public office and b) a leadership development program.

Action Learning Placement: During the year, Fellows are placed in state and municipal offices. Previous fellows have been placed in the Office of Governor Dannel P. Malloy and in the offices of the mayors of Bridgeport, Milford and New Haven. Fellows work with senior staff on policy projects that address complex issues and challenges. They may perform research relative to legislation, serve as a coordinating intermediary between different agencies and offices, or lead special projects that add value to the specific office in which they are placed. Examples of potential projects are:

- Plan for and help to manage a state-level coalition of advocates to launch a system of early childhood education and care;
- Participate in the design and implementation of community involvement in economic development planning for an urban downtown area; or
- Aid in the development of improved State of Connecticut recycling and solid waste management initiatives.
All Fellows also provide ad hoc support for the office in which they are placed. Staffs in the respective offices are responsible for supervising the work of the Fellow, including but not limited to project assignments, and management and evaluation of performance.

**Leadership Development Program:** The ZOOM Foundation delivers a robust leadership development program in support of the Fellows. Fellows actively participate in the year-long program concurrent with their site placement. Fellows design individual action learning plans to achieve personal growth through self-directed learning experiences. The Fellowship year will consist of the following mandatory components:

- **Pre-Fellowship Preparation/Orientation:** Completion of independent-study reading assignments and exercises in advance of Program Start date, followed by an intensive five-day training program in July.
- **Leadership Coaching:** Individual and team coaching helps the Fellows reach their leadership goals.
- **Development Workshops:** Progressive leadership development programming will provide a framework for understanding and improving individual leadership styles, strengthening competencies in the Six Domains of Leadership, and honing career goals.
- **Feedback and Evaluations:** Feedback and assessment related to individual professional and leadership performance and that identifies specific challenges and opportunities are central to the Program model. At the end of the Fellowship, the Fellows will be expected to demonstrate their progress against the stated desired outcomes.
- **Mentorship:** Each Fellow is provided a public policy mentor, a volunteer assigned to support the Fellow with professional advice and role modeling as well as to help build a personal network within the professional field and community.

**Candidate Skills, Background and Characteristics**

**Education/Certification:** Bachelor’s Degree (required)

**Experience/Competencies:** At least two years (post-undergraduate) work experience is required, including hands-on leadership experience in which the candidate was accountable for helping to shape the direction of a project or initiative, and influencing, motivating and mobilizing people to accomplish ambitious goals. Candidates should have the desire to continue their leadership development, identifying the competencies that they would like to strengthen over the course of the Fellowship.

**Personal Traits:** The ideal candidate will demonstrate:

- *Intellectual curiosity coupled with a learning stance*—a deep and sustained interest in the world around them and the willingness and ability to learn in the moment and from others.
- *Entrepreneurial spirits*—the natural inclination to problem solve and seek innovative, yet practical solutions that can be activated quickly through collaborative networks.
- *Resourcefulness*—initiative, confidence and the ability to problem solve, make connections, find resources, and get the job done.
- *Emotional intelligence*—the self-awareness, social maturity and strong ethical standards necessary to interact successfully at the highest levels of state and local governments.
- *Commitment to public service*—a calling to effect meaningful change in our communities and serve the common good.
- *Fit*—a strong match with the assigned public office, and The ZOOM Foundation
Eligibility Restrictions:
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- Fellows agree to suspend any graduate study or outside work for the duration of the Fellowship

Compensation

Salary is commensurate with experience and with the ranges in partnering public offices. The Foundation pays all fringe benefits according to the Foundation's own guidelines.
- $50,000-70,000 salary, plus medical and other benefits paid by The ZOOM Foundation;
- Fellows are employees of the ZOOM Foundation, on loan, in-kind to the partnering public office;
- Site supervisor will be from the partnering public office;
- Fellows are expected to arrange for their own housing and transportation costs and relocation expenses.

For more information: please email us at admin@zoomfoundation.org. No calls, please.
Fellowship Application Instructions

Application Guidance

Application Deadlines:
- Priority Application Deadline: Friday, February 20, 2015 at 5PM EST
- Final Application Deadline: Friday, March 20, 2015 at 5PM EST
  * After the Priority Application Deadline, applications will be accepted on a rolling basis through Friday, March 20, 2015.

Application Process:
- Application Submission: By the application deadline, please electronically (1) complete the online Fellowship application form, and (2) submit a cover letter, essays and 1-2 page resume (Microsoft Word or PDF documents only).
- First Round Interviews: You may be invited to interview (conducted via phone or skype) with members of the Advisory Committee.
- Final Interviews: If you are selected as Finalist, you will be asked to interview in Connecticut with the Advisory Committee members and representatives from participating public offices. You will also be asked to provide a copy of your most recent undergraduate/graduate transcripts (an unofficial copy is acceptable) prior to the in-person interview.
- Fellowship Offers: Offers to join the 2015-2016 ZOOM Fellowship will be extended as early as practicable, but no later than April 24, 2015.
- ZOOM Fellowship program will begin on July 20, 2015.

Selection Process
The selection process is competitive. The ZOOM Foundation screens applications to identify the most promising candidates. An Advisory Committee will determine the list of Finalists. Leaders in each of the participating public offices will select the Fellows from among the Finalists following interviews. Fellows are required to comply with comprehensive background investigations to ensure that they qualify for the security clearance necessary.

This process is confidential up to the Finalist phase. Finalists will be asked to provide professional and personal references. There may be other requirements of finalists following this step.

Fellowships are awarded on a non-partisan basis.

As needed, The ZOOM Foundation will provide Finalists with hotel and food accommodations.
How to Apply

Submit a complete application including a cover letter, resume and essays via the online 2015-2016 ZOOM Fellowship Application form.

Application Step 1
Carefully review the ZOOM Overview & Guidelines.

Application Step 2
Prepare your cover letter, resume and essays in accordance with the following instructions.

(A) Cover Letter
Please submit a cover letter (no more than 2 pages) expressing your interest in the ZOOM Fellowship.
Save your cover letter as a Word or PDF document. The file should be "last_name, first_name Cover Letter 2015". For example, "Jones, Mary Cover Letter 2015". You will be required to upload this document in Step 3.

(B) Resume
Please provide a current resume (no more than 2 pages). Save your resume as a Word or PDF document. The file should be "last_name, first_name Resume 2015". For example, "Jones, Mary Resume 2015". You will be required to upload this document in Step 3.

(C) Essays
1. Why do you want to be a ZOOM Public Policy Fellow? How does this opportunity fit with your professional goals? (Word limit: 250 words)
2. Why are you interested in working in Connecticut? (Word limit: 100 words)
3. What do you hope to gain from this experience? How do you want to develop through this Fellowship opportunity? (Word limit: 100 words)
4. Describe a time when you had to engage diverse people, communities or stakeholders to accomplish a goal. What was the outcome? How did your approach affect the outcome? (Word limit: 250 words)
5. Create and submit a sample memo to either the Governor or a Connecticut town mayor in favor of a specific policy position. Explain why your recommendation is significant and why it should be supported. (Word limit: 500 words)

Save all of your essays responses in one file as a Word or PDF document. For example, "Jones, Mary Essay 2015". You will be required to upload this document in Step 3.

Application Step 3
Gather all documents in accordance with the instructions outlined in Step 2. Then access the online 2015-2016 ZOOM Fellowship Application form. In addition to contact and background information, you will be prompted to submit your educational information, current or most recent employment, two professional references (including their job title and contact information) and to upload your cover letter, resume, and essays via the online application form. Note: you will not be able to save and return to the application form; please only complete the online application form when your documents are final.
After submitting your application, you will receive a confirmation via email that your ZOOM Fellowship application has been received.

For more information: please email us at admin@zoomfoundation.org. No calls, please.