

# FOUNTAIN HOUSE



## Fountain House Executive Leadership Fellowship 2018

### Part I. Personal Information Sheet

*Please fill out the information requested for the Fountain House Executive Leadership Fellowship and return along with other documents to Jennifer Rivera. Applications will be accepted on a rolling basis, therefore, we are accepting applications throughout the year.*

#### Contact Information

Name (Last, First): \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Mobile Number

Home Number

#### Background Information

Date you became a Clubhouse Director: \_\_\_\_\_

Name of the Clubhouse in which you are a Director? \_\_\_\_\_

Highest Academic Degree: \_\_\_\_\_

(University Attended and Degree Obtained)

Whom should we contact in an emergency? \_\_\_\_\_

Name of Emergency Contact

Emergency Contact Telephone No.      Emergency Contact e-mail      Relationship

Will you be using Fountain House housing?      (Circle One)    Yes      No

Approved By Board Member: \_\_\_\_\_

Print Name

Signature

Date

Jennifer Rivera  
Director of HR & Veteran Affairs  
Fountain House, Inc.  
425 West 47<sup>th</sup> Street  
New York, NY 10036 USA  
[jrivera@fountainhouse.org](mailto:jrivera@fountainhouse.org)  
Tel.: 212-582-0341, Ext. 271/272



## Fountain House Executive Leadership Fellowship 2018

### Part II. Statement of Intent

Candidates must submit a typed statement (maximum 5 pages) that addresses the following:

- a. We are interested in how you understand your role as a director. What was your motivation to become a clubhouse director?
- b. What steps did you take to become a clubhouse director? What is your understanding of the role of the director of a clubhouse?
- c. What do you see as your management style and how would your management style facilitate achieving these outcomes? How have past educational and work experiences prepared you to become a clubhouse director?
- d. What do you hope to achieve in your current clubhouse in the next two years? What do you expect to derive from the fellowship experience at Fountain House? What else should Fountain House know about you that you bring, as added value, which we should take into consideration when reviewing your fellowship application and determining selection?
- e. We want to assess the depth of your understanding of the clubhouse model. How do you understand the application of the social practices in a clubhouse and how do you see your management style fitting in this model?



## **Fountain House Executive Leadership Fellowship 2018**

### **Part III. Application and Selection Process**

**Goal:** Prepare individuals to succeed as a Clubhouse Director anywhere in the world with the requisite organizational and programmatic knowledge and skill sets.

#### **Fountain House Recognizes:**

- The pivotal position that directors play in the successful operation of the clubhouse; and
- The need to foster a new generation of leaders.

#### **Application Requirements**

1. Current employment as a Director in a Clubhouse.
2. A minimum of three years nonprofit or related work experience.
3. A Master's degree or be matriculated in a master's degree program.
4. Sufficient proficiency in the English language for participation in the program.
5. Foreign applicants require an approved US visa.
6. Completed application will be accepted on a rolling basis and should include:
  - (a) The Personal Information Sheet (see attachment)
  - (b) A letter of intent (see attachment)
  - (c) Three letters of recommendation that includes at least one Board member, one academic and one professional reference from an employer
  - (d) A graduate transcript
  - (e) A current resume

Send completed application to Jennifer Rivera, Director of Human Resources & Veterans' Affairs, via e-mail at [jrivera@fountainhouse.org](mailto:jrivera@fountainhouse.org).

Jennifer Rivera  
Director of HR & Veteran Affairs  
Fountain House, Inc.  
425 West 47<sup>th</sup> Street  
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Successful candidates who demonstrate leadership will be selected on the following criteria:

1. Collaborative management style;
2. Ability to communicate purpose and intentionality in action;
3. Commitment to staff development;
4. Innovativeness;
5. Budgeting experience; and
6. Advocacy on behalf of an at risk population.

Applicants will have an opportunity for a personal interview either in person or by video conference. The names of successful applicants will be submitted to the President of Fountain House for final approval.

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## Fountain House Executive Leadership Fellowship 2018

### Part IV. Key Features of the Program

#### 1. Four-Phase Schedule

**Phase I.** Consists of a 2 ½ week curriculum at Fountain House, with emphasis on the mission and vision, board management, social media, finance, staff development and social practice.

**Phase II.** Consists of a one-week curriculum at Fountain House, with emphasis on board development and management, strategic thinking, historical perspective, partnership development, leadership and marketing.

**Phase III.** Consists of a one-week curriculum session in Worcester, Massachusetts, co-sponsored by Genesis Club addressing leadership and innovation.

**Phase IV.** Career Development (i.e., conference, etc.)

#### 2. Superior Design:

The segmentation in training gives new Clubhouse Directors an opportunity to practice and adapt new skills at their own Clubhouse, thus deepening the learning experience over the course of the Fellowship program.

#### 3. Individualized consultation:

Upon your return to their home Clubhouse community, you will initiate a personal development plan for further education in leadership-related skills.

#### 4. Ongoing Network Support:

We will provide support by maintaining communication, ongoing education and mutual support through social media, email and other modes of communication via technology. In the future, we anticipate implementing webinars as a way of addressing best clubhouse practices.