*Thank you for your interest in BVU’s Encore Fellows Program. To complete your application, please answer the following questions. Your responses will be shared with the nonprofit agency seeking a fellow. Please save this form and return this form via email, along with a cover letter addressed to the agency, and your resume to:* *skrzys@bvuvolunteers.org*

|  |  |
| --- | --- |
| Name: |  |
| Street: |  |
| City & Zip code: |  |
| Email: |  |
| Mobile phone: |  |
| Home phone: |  |

**Qualifications Statement**

Provide a brief summary of the relevant experience, skills and knowledge you would bring as an Encore Fellow. Include any specific areas of your functional expertise or prior work experience which you hope to apply to a fellow assignment. (Word Limit: 250)

**Past Project**

Describe a significant project from your career and why it was meaningful to you. (Word Limit: 250)

**Work Environment**

Describe your preferred work environment, including factors such as physical environment, organization size, level of interaction with others inside and outside the organization, team vs. individual work, and organizational culture. Also describe work environment factors that you would particularly like to avoid. (Word Limit: 250)

**Your motivation**

Why do you want to pursue an Encore Fellow at this career and life stage? What is your key impetus or future aspiration? Discuss how your interest derives from your career experiences, personal values and any prior involvement with specific social issues. (Word Limit: 250)

**Your Community Experience**

Describe your past experience (volunteering, paid work, board membership, community involvement, etc.) with community-based groups, nonprofits, grassroots organizations, education institutions, public agencies or other public service entities, and how this experience has prepared you to become an Encore Fellow. (Word Limit: 250)

**Conditions for Success.**

What factors do you believe are most critical to creating an effective Encore Fellow assignment for you and the nonprofit? (Word Limit: 250)

**Your Impact Goals.**

What sort of impact do you hope to achieve during your Encore Fellow assignment? (Word Limit: 250)

**Skills / Competencies**

**Please rate your skill level in the following areas. Rate yourself as follows**

**1 – Expert; 2 – Proficient; or 3 – Little or no experience:**

|  |  |
| --- | --- |
| **Skill / Competency Area** | **Self – rating** |
| * Financial planning and management (may include accounting, business processes, cash flow forecasting)
 |  |
| * Human resources (may include policies, systems and structures, staff development, leadership coaching)
 |  |
| * Information technology (may include hardware, software, network architecture, database design)
 |  |
| * Legal and risk management (may include contracts, tax, employment, structure, intellectual property)
 |  |
| * Marketing, communications and brand strategy (may include writing and creative design)
 |  |
| * Office administrative
 |  |
| * Operations (may include operations analysis, performance management, coordination, planning, and management)
 |  |
| * Partner development and constituent outreach
 |  |
| * Process improvement
 |  |
| * Program or project management (may include planning and deploying a program or process, change initiative, new venture, or expansion plan)
 |  |
| * Research and evaluation (market research, program evaluation)
 |  |
| * Sales/business development/fundraising
 |  |
| * Strategy development and management
 |  |
| * Team leadership and organizational management
 |  |
| * Technical specialist (engineering, statistics)
 |  |
| Other skills / competencies (please describe )  |