HOUSING DEVELOPMENT consortium

# Leadership Development Initiative

## Survey Program—Candidate Application

All applicants will be evaluated for commitment to the affordable housing field, diversity of professional and personal experience, and leadership potential.

**Application due by Friday October 11, 2019.** Applicants will be notified no later than October 25. Send applications to HDC's Director of Member Services, Loren Tierney, at loren@housingconsortium.org. Questions? Email Loren or call our office at 206.682.9541.

**Applicant Information**

Name: Job Title:

HDC Member Organization:

Email: Personal Email:

Work Phone: Cell phone:

**Step 1. Please submit responses to the following questions**
(limit to 1-2 paragraphs each on a single page)

**A.** There are many types of leaders in the affordable housing sector; Executive Directors, Principals, Partners, C-level management, and Board Officers to name a few. What common characteristics do you feel are important for all successful leaders in the sector?

**B.** Participants in the Leadership Development Survey Course explore the many skills needed in a changing affordable housing sector. Why are you interested joining this year's cohort, and what do you hope to **gain** from this program?

**C.** All leaders bring unique personal styles and backgrounds to their work. Describe the professional skills, life experiences and personal qualities you possess that are related to leadership, and what attributes you will **bring** to this program.

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**Step 2. Please submit or attach a current resume including relevant volunteer and personal experience.**

**Step 3. Please affirm, when applicable, the following statements:**

☐ I understand that this is a survey course, and that the nature of the program does not allow for "deep dives" into any one topic.

*There are a number of additional opportunities throughout the year for HDC-sponsored trainings focused on more technical competencies that may or may not include other accreditation. For more information on specific training tracts, or trainings relevant to your role/experience level, contact Loren or HDC staff.*

☐ I understand that the LDSC Program Cohort is comprised of individuals from a variety of professional roles, with varying level of experience within the sector.

*HDC believes this is a valuable component to the course and does not restrict participation to lower, middle, or upper management, as we all have things to learn from one another.*

☐ I understand that there may be additional commitments outside of the 11 sessions and 1 all-day retreat that will require my engagement and participation. Such commitments *may* include:

- a small group project or volunteer opportunity (to be determined by the cohort)
- session pre-reading or homework
- on-site research or group presentation

☐ I will commit to stepping outside of my comfort zone and to the sometimes uncomfortable experience of learning in public.

☐ I will keep an open mind about course sessions and topics, and help inform and plan for the LDSC course "elective."

☐ I will provide honest feedback to HDC staff through post-session evaluations and a post-program exit survey

If you have questions regarding any of these statements, of do not feel you can affirm a statement at this time, please contact Loren at loren@housingconsortium.org for clarification or options.

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## Survey Program—Candidate Commitment

**Step 4. Participant commitment agreement—this form must be filled out completely by you and your supervisor, to be considered for entrance to the Leadership Development Program.**

Financial Commitment:

The cost of the Leadership Development Survey Course for each participant is **$325**. We encourage each participant to pay 20%, or $65.00, of this fee, but the ultimate payment arrangement is up to you and your organization. If you or your employer are currently unable to pay this fee, please refer to the attached scholarship assistance form. Fees are due no later than our welcome reception on **December 11.** Checks may be mailed to the HDC office, or call 206.682.9541 to pay by card. There is no fee to apply.

Commitment to Participate:

Participation is a very important part of leading. Full commitment to participating in the LDSC is required. Please review the attached 2020 schedule. A total of two missed sessions is permissible, but your attendance at our opening retreat in January is required.

**Applicant:**

By signing here, I declare that if selected, I am committed to participating in the scheduled sessions and events, as well as completing readings and other assignments. I understand that my Leadership Development completion certificate may be withheld if I am unable to adhere to attendance and participation requirements.

Signature _____ Date _____

**Employer:**

By signing here, I declare my support for the above applicant's participation in HDC's Leadership Development Survey Course, and understand this requires involvement during business hours; 11 weekday sessions approximately twice per month, January 2020 through June 2020 from 12—5:00 p.m. as well as an opening reception December 11th, a day-long retreat Saturday January 4th and a June closing reception. Additionally, I will plan to seek out ways for the above applicant to share his/her new knowledge and experiences within our organization.

Employer Name:

Employer Title :

Employer phone/email :

Signature _____ Date _____

*It is important that you and your employer understand and honor these time commitments.* ***If you are unable to commit to our program schedule, please do no apply at this time****. Applications without employer's/ supervisor's signature will not be accepted.*

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## Survey Program—Financial Assistance

**Financial Scholarship—this form must be filled out completely by you and your employer, to be considered eligible for financial assistance.**

Leadership development is an important part of HDC's Member Service offerings, and is available to qualified staff from our membership. However, it is not our desire or intention to exclude those participants or organizations in our membership who are currently unable to cover these program costs. Candidates employed by large, non-profit or private-sector companies may not eligible for assistance. Please don't hesitate to contact Loren with questions regarding eligibility for financial assistance.

**Please make sure your scholarship form is attached and submitted along with all other requested application materials.**

Scholarship Request:

The cost of the LDSC for each participant is **$325**. We encourage each participant to pay 20%, or $65.00, of this fee. Please indicate below the amounts you and your employer plan to/are able to contribute toward survey program fees:

| | |
|---|---|
| Amount you are contributing toward tuition: | _____$ (recommended $65) |
| Amount your employer is contributing toward tuition: | _____$ |
| Amount of tuition assistance requested: | _____$ |
| Total Tuition: (total lines 1-3) | 325 $ |

**Please briefly explain your/your employer's specific need for scholarship assistance below. All information provided will be kept confidential.**

Applicant

**Print Name:** _____

**Signature:** _____

Employer

**Print Name:** _____

**Signature:** _____

**Please Note:** An HDC staff member will get back to you as soon as we can regarding scholarship eligibility and awarding assistance. Keep in mind this may take some time. Applying for scholarship assistance is not detrimental in any way to your eligibility or consideration as a candidate for HDC's Leadership Development Survey Program. If you have any questions regarding available scholarships, please contact Loren Tierney at loren@housingconsortium.org or by calling 206.682.9541