



Executive Fellowship Program

Information for the Applicant

Deadline to Apply: Monday, **July 27, 2020** at 5 p.m. PT

Admission

Enrollment is open to executive directors and senior managers at legal services (IOLTA-funded) and public interest nonprofit organizations. A faculty panel will review applications to determine acceptance to the Fellowship program. Applicants will be notified of admissions decisions by Friday, **July 31, 2020**.

Prior to enrollment, accepted applicants are required to discuss participation and time commitment in this 10-month program with their board chair (for executive directors) or with their executive director (for senior managers).

Tuition: \$2,800

There are a limited number of partial scholarships available. Please see the section on Scholarships below.

Full payment of tuition is due by **September 10, 2020**. Please note that because we are unable to enroll additional Fellows after **August 16, 2020**, there are no tuition refunds after this date.

Scholarships

Scholarships for individuals in California: due to the generosity of a network of individual donors, there are a limited number of partial scholarships for applicants who work at legal services nonprofits in California. These scholarships range from \$500 to \$1,750 and are based on OneJustice's assessment of a set of criteria, including the organization's geographic service area, size of the organization, the applicant's role at the organization, and the challenges and opportunities facing the organization as articulated in this application.

Class Locations

To accommodate social distancing needs, the Fall sessions (September to December), will be virtual. Starting in January, sessions will be in-person and alternate between San Francisco and Los Angeles. Approximately three of the classes will be held in San Francisco and three in Los Angeles.

Class Schedule

Fellows are expected to attend all sessions. Each session will be online from 10 a.m. to 5 p.m. If necessary, Fellows may miss one in-person session with advance notice

and permission from faculty. Online and telephonic inter-sessions will be held for one hour, roughly two weeks after each in-person session. Fellows are not allowed to miss more than two intersession meetings.

Please make sure that you have reviewed and confirmed your availability for each of the following sessions:

Thursday, September 10, 2020

Thursday, October 8, 2020

Thursday, November 12, 2020 (

Thursday, December 10, 2020

Thursday, January 14, 2021

Thursday, February 11, 2021

Thursday, March 11, 2021

Thursday, April 8, 2021

Thursday, May 13, 2021

Monday, June 7 and Tuesday, June 8, 2021

2020-2021 Application for Admission

Please email (gquan@one-justice.org) or mail (433 California Street, Suite 815, San Francisco, CA 94104) your completed application to OneJustice. Receipt of application will be confirmed by email. Please complete all sections of this application in full. All information is held strictly confidential. Please print clearly or type. The application deadline is Monday, **July 27, 2020** by 5 p.m. PT.

General Information

Name

(First)

(Middle Initial)

(Last)

Preferred Name _____ Preferred Pronouns _____

(they/them/theirs; he/him/his; she/her/hers)

Job Title

Organization

Business Address

City/State/Postal Code

Business Phone _____ Cell Phone (for emergencies) _____

Email _____

How did you hear about the OneJustice Executive Fellowship?

Organization Information

Number of Employees/Staff _____

Number of Volunteers _____

Number of Employees/Staff You Supervise

Number of People Served Annually

Annual Budget

Is your current annual budget greater, lesser, or the same as the previous year's budget?

Greater Lesser Same

Employment Record

List the positions that you have held during the last ten years, beginning with the most recent. Treat different assignments in the same organization as separate positions.

Organization Position Start Date End Date

Organization	Position	Start Date	End Date

Education

List the degrees that you have earned since secondary school, beginning with the most recent.

College/University Degree Granted Year Granted

College/University	Degree Granted	Year Granted

Interests and Challenges

If you would prefer to answer the questions on a separate sheet, please make sure to attach it to your application.

1. What are the greatest challenges and opportunities currently facing your organization?

2. Please describe a recent challenge and the steps you took to resolve it.

3. How might this program help you and your organization achieve your goals and objectives?

Class Schedule

Below is the complete schedule of class dates.

Thursday, September 10, 2020

Thursday, October 8, 2020

Thursday, November 12, 2020

Thursday, December 10, 2020

Thursday, January 14, 2021

Thursday, February 11, 2021

Thursday, March 11, 2021

Thursday, April 8, 2021

Thursday, May 13, 2021

Monday, June 7 and Tuesday, June 8, 2021

Are you willing and able to attend all sessions?

Yes No

If no, please let us know of any potential conflict with these dates.

Capstones

In this program, participants will work on a capstone project — a culminating project that provides an opportunity to apply the knowledge and skills gained in the program to a current challenge or opportunity within your organization. While your focus will be your own organization, it is likely that several others in the program will be interested in a similar project, so there will be opportunities to share ideas and learn.

From approximately September 2020 through June 2021, Fellows will be expected to allocate roughly 1-2 hours per week outside of in-person sessions and intersession calls to work on their capstone project. Fellows will be expected to complete deliverables on the capstone project throughout the program including writing a 3-5 page memo, financial analysis, and an oral presentation of their findings at the June retreat.

Are you willing to commit the time and resources to complete a capstone?

Yes No

Signature

By signing and returning this application, I understand and will comply with the information concerning the admission, tuition, class attendance, and capstone project requirements. I certify that I am available for all the in-person class

sessions, including the 2-day concluding celebration, listed on the application (unless otherwise stated). Signature of

Applicant _____ Date _____

Please mail or email your application by 5 p.m. PT on Monday, July 27, 2020 to:

Gail Quan

OneJustice

433 California Street, Suite 815

San Francisco, CA 94104

gquan@one-justice.org