



Institute for Conservation Leadership
2016 Executive Director Leadership Program
APPLICATION FORM

Please email you application and requested materials to: Kurt Thompson kthompson@icl.org . We are enrolling applicants on a rolling basis until **October 1, 2016**. Send in your application and you will receive confirmation of program status within 10 days.

If you have any questions, please call Kurt (301) 270-2904.

ABOUT YOU

Name _____ Title/Position _____

Organization _____

Address _____

City _____ State/Province _____ Zip/Postal Code _____

Phone _____ Fax _____ Work Email _____

Personal Email _____ Web Address _____

Name of Board Chair _____ Phone (w) _____ Email _____

ABOUT YOUR ORGANIZATION

1. What is your organization's mission statement? *(Attach description if necessary)* _____

2. When was your organization established? _____ What is your tax exempt status? _____

3. What state(s)/province(s) or region does your organization serve? _____

4. Please check the activities in which your organization engages:

<input type="checkbox"/> Political Campaigns	<input type="checkbox"/> Public Education	<input type="checkbox"/> Research
<input type="checkbox"/> Lobbying	<input type="checkbox"/> Litigation	<input type="checkbox"/> Land Trust
<input type="checkbox"/> Advocacy	<input type="checkbox"/> Environmental Education	Other: _____
<input type="checkbox"/> Issue Campaigns	<input type="checkbox"/> School Programs	

5. Number of full time staff: _____ Number of part time staff: _____

6. Number of board members: _____ How often does the board meet? _____

7. How long have you been an Executive Director? _____

Number of years you've been in your current organization: _____

8. If you are a membership organization, over the last three years, has your membership:
 ____ Decreased ____ Remained stable ____ Increased gradually ____ Increased greatly
9. Is your organization a coalition of member organizations? _____
10. What is your organization's budget for the current fiscal year? _____
11. Can we share videos, comments and photos of you that we obtain during the training? _____

NARRATIVE

Please answer the following questions (no more than three pages total) and return them with your application form. Please number your answers.

1. Why do you - you personally, not your organization - want to participate in the Executive Director Leadership Program? What do you hope to gain?
2. What do you consider your strengths and weaknesses as an executive director?
3. What do you consider your organization's internal strengths and weaknesses?
4. What external challenges or opportunities does your organization face now?
5. Briefly describe 2-3 recent victories or accomplishments achieved by your organization.

ADDITIONAL INFORMATION AND MATERIALS

Please provide the following information and materials as part of your application. You may send the requested items as electronic attachments along with your application form to kthompson@icl.org . If you prefer to mail them, you may send them to the address below in the Payment Instructions.

1. Your resume
2. General information or brochure about your organization (*if available*)
3. Recent newsletter (*if available*)
4. Recent annual report (*if available*)

UNDERSTANDING OF COMMITMENT TO EXECUTIVE DIRECTOR LEADERSHIP PROGRAM

The Institute asks that the Executive Director and Board Chair read the following statement.

By submitting your application to the Executive Director Leadership Program you indicate your understanding of the intensive nature and duration of the program and that you have read the full program description. If accepted to the program, you will be asked to commit to:

- ▶ Treat the executive director's participation as a priority for the organization and support the executive director in participating in the program.
- ▶ Dedicate the time necessary to participate in the workshops and ongoing coaching and support.
- ▶ Pay the full tuition cost and travel expenses for participation.
- ▶ Provide regular updates on the program to the full board, as appropriate.
- ▶ Identify at least one board representative who will attend the two-day Leadership program TBD.
- ▶ Identify ways to help the executive director apply the new management skills and implement his/her action plan.

COMPLETING YOUR APPLICATION AND SUBMITTING YOUR APPLICATION FEE

Applications will be accepted until 5pm Eastern Time October 1, 2016. Application is completed upon receipt of your application, narrative responses, and requested attachment as well as your application fee. Please email your application and requested information to Kurt Thompson kthompson@icl.org or visit www.icl.org, find the program you are applying for and follow the prompts to submit your program application payment.

You may submit your application fee by credit card or check. To make your payment by credit card on ICL's website, visit www.icl.org/node/add/payment. In the "Payment Description" note "ED Program Application Fee". To pay by check, mail your check payable to ICL to: Institute for Conservation Leadership, 6930 Carroll Ave., Suite 1050 Takoma Park, MD 20912.

The Institute for Conservation Leadership does not discriminate on the basis of race, color, sex, national origin, sexual orientation, disability, age, or religion in its employment, or the provision of programs and services.

Thank you for applying!