

# EncoreConnecticut

## Fellowship Supervisor's Guide

### **Welcome to Encore Connecticut 2024**

Encore Connecticut is a four-month workforce development program tailored for corporate and government managers and professionals seeking to transfer their skills and experience into successful employment in the Connecticut nonprofit sector. The program is four months in duration. All day Saturday trainings with seasoned Connecticut nonprofit executives takes place on alternating weekends from September 7 – November 16, with graduation in on December 7<sup>th</sup>. The Fellowship project with your nonprofit will run Oct. 7 – Dec. 6, 2024.

### **The Fellowship: A Win, Win.**

The two-month fellowship provides your nonprofit with the opportunity to have a seasoned professional work with your senior leadership and/or board on a defined project. It could be in areas of strategic planning, program assessment and impact studies, human resources, accounting or finance, communications, branding, IT, new program research, development and/or launch. You get seasoned talent to assist your nonprofit in completing a special project.

The Fellow gains the experience of working with your staff and leadership on a strategic project on a strategic project, as well as experience, networks, and mentorship. With this project experience the Fellow also can enhance their resume. We hope through the project work they complete for your organization will encourage you to be a positive reference in their job search and assist with contacts in your network.

### **Encore Fellow's Time Commitment and Deliverables**

Depending on the size of your project it could be a portion of a larger project. You and the Fellow define as the *deliverable*. The Fellow's time is limited to a two-month window (October 7 – December 6, 2024). Some Encore Connecticut Fellows may still be working full-time (planning to move into the nonprofit sector in a year or two). Others may have more time and are currently seeking a nonprofit part-or-full time position.

You can expect that the Fellow will devote 5-10 hours a week to your project over the two-month period. Some Fellows may have more time to dedicate to the project. Consider the Fellowship interaction as you would hiring a consultant.

## Your Commitment

### Providing Resources

Encore Connecticut Fellows are seasoned professionals, and their Fellowship with you needs to be at a professional management level. While Fellows will not need day-to-day direction, please support them with regular review meetings. **A senior member of your staff must be directly accountable for a successful Fellowship by providing the guidance and resources the Fellow requires.**

An important goal for the Encore Fellow is to experience being part of the nonprofit organization's team. We expect your organization to provide them with the necessary tools to work effectively (desk, computer, access to relevant data, and access to staff) to meet the deliverable you have mutually negotiated.

### Being There

Although the work by the Fellow can often be conducted in a virtual work environment. The Encore Connecticut program requires that the Fellow be present at your organization at least once a week engaging with board and staff as needed to successfully complete the project.

### Your Time & Access

Supervisors **are mentors** as well as supervisors. You and your staff must be able to provide the time over this two-month period to support your Encore Fellow with guidance and feedback regarding the project. We also encourage you to include your Fellow in meetings and events that may fall outside the scope of their project but that will expose them to broader organization and sector thinking, principles, and practices. Including Fellows in board and staff meetings will expand their understanding of the nonprofit context.

### Required Supervisor Zoom Meeting (Wednesday, September 4 from 1-2 pm.)

Prior to interviews, you, or your designee, will be required to attend a group Supervisor Questions Zoom meeting with Encore Connecticut Director Dr. David Garvey, to answer any of your questions and to make sure you have the proper supports in place for your potential Encore Connecticut Fellow. Zoom location:

<https://careerresources.zoom.us/j/82377599471?pwd=1oE7vVpTcmTmjT4rd2JFwEFnZbVrZ4.1>

### Fellowship Fee

Nonprofits with Annual Income	Host Fee Per Fellow
\$0 to \$499,999	\$150*
\$500,000 to \$999,999	\$300*
\$1,000,000 and above	\$400

\* The Host Fee is an administrative fee to the UConn School of Public Policy. In certain instances of need the Host Fee can be waived. Discuss with Dr. David Garvey at 860-933-1336.

## The Fellowship Selection Process

We do not select your Fellow. You and the Fellow agree to a match.

### Host Applications Due August 31, 2024

We are accepting Fellowship Host Applications now through August 31, 2024.

The application can be found at the [Encore Connecticut](https://publicpolicy.uconn.edu/encore-connecticut) web site at

<https://publicpolicy.uconn.edu/encore-connecticut/host-app>. **You may submit multiple projects for multiple Fellows if you choose.**

### Encore Host Opportunities Packet

By **September 2<sup>nd</sup>** Encore Connecticut faculty will submit a packet with all the Nonprofit Host Opportunities to the Encore Connecticut 2024 Fellows. The Fellows will select their up to three Fellowship Opportunities they would like to pursue.

### Interviews with Candidates

On **September 8<sup>th</sup>**, the Encore Connecticut Fellows will begin to contact you by email or phone for an interview. You may choose as many Fellows as you would like to interview for a project. You and the Fellows decide and arrange together the interview times, in-person or online.

As you get to know the Fellows you may see ways that the projects can evolve to draw on upon their experience and expertise. Similarly, the Fellow may make suggestions to you to modify the project. Interviews will be conducted from September 9 through October 2, 2024.

### Selection of Your Fellow

From **October 3<sup>rd</sup>** on you may begin contacting your top choice for your organization Fellowship(s). You are picking your top candidates. They are picking their top organizations. For two days it is a mini hiring market. A Fellow you have as your top choice may choose another nonprofit, in which case you will need to contact your second choice. We will have a real-time Google hiring board for both you and the Fellows to keep track of organization acceptances and the Fellows availability.

### Agreement on Deliverable

Based on the Encore Connecticut Fellows's availability and your needs, you mutually agree on the final scope of the deliverable to be completed by December 6, 2024.

### Fellowship Start and Duration

Fellowships will begin on Monday, October 7<sup>th</sup> and end on December 6, 2024.

## Housekeeping

### **If An Issue Arises**

If an issue arises, please discuss it immediately with your Fellow. If need support to resolve the issue please contact [Dr. David Garvey](#), Encore Connecticut's Director, as soon as possible.

Email: [david.garvey@uconn.edu](mailto:david.garvey@uconn.edu)

Cell Phone: 860-933-1336

Please **do not wait** until the Fellowship is near its end or over to discuss what did not work or what should have happened. Let us work together to address any need. Communication is the key.

### **The Fellow's Volunteer Commitment Ends After 8 Weeks.**

If your organization would like to continue working with the Fellow (perhaps there are some follow-up activities that would be helpful or you identify additional projects the Fellow could manage), it is appropriate to offer a temporary paid consultancy to the Fellow. The Fellows do not expect that the Fellowship will evolve into employment in your organization (although sometimes it has). If you would like to continue the relationship even for a short term, we ask that you recognize that compensation would be appropriate for activity after December 6<sup>th</sup>.

## Questions

Please feel free to contact Dr. David Garvey, Encore Connecticut's Director, with any questions.

Email : [david.garvey@uconn.edu](mailto:david.garvey@uconn.edu)

Cell Phone: 860-933-1336