



## **Diversity & Inclusion Program Application 2018-20**

Thank you for your interest in the Diversity & Inclusion Program of the AFP Massachusetts Chapter. Applications for next year's class of Fellows are due to the chapter office by **Friday, March 23, 2018**. Eligible applicants will be invited to interview with the Diversity & Inclusion Committee in spring of 2018 for the opportunity to serve as a Diversity & Inclusion Fellow for a two-year term commencing May 1, 2018.

For more information, please visit [www.afpmass.org/Diversity\\_Fellows](http://www.afpmass.org/Diversity_Fellows). Eligibility requirements of the program are listed below. Note: You need not be a current member of AFP Massachusetts Chapter to apply. AFP will be able to accept only completed applications, with all requirements fulfilled. Please mail your completed application together in one envelope to the attention of:

Carrie Winchman  
Association Manager  
AFP Massachusetts Chapter  
465 Waverley Oaks Road, Suite 421  
Waltham, MA 02452

**Candidates must meet all Eligibility Requirements (please check all that apply and submit this checklist with your Application):**

- Diverse background or experience which is underrepresented in the development field
- Employed by a 501(c)(3) organization with an operating budget of under \$3 million or an organizational fundraising goal of less than \$1 million in private philanthropic dollars (Note: if you don't meet this criteria please contact [info@afpmass.org](mailto:info@afpmass.org); AFP MA can offer a limited number of paid fellowships)
- Support of an immediate supervisor and/or executive team
- Availability and commitment to participate in the programs that are offered by AFP MA Chapter and
- Availability to participate in an interview (Date TBD) with members of the AFP MA Diversity Committee.

**Candidates must include all Application Components (please check all that apply and submit this checklist with your Application):**

- Application form
- Signed Statement of Support from Organization's Leadership
- Current resume
- Current job description
- Copy of your organization's IRS determination letter stating 501(c)(3) status
- List of your organization's funding sources and/or donors (do not include dollar amounts)
- Letter of reference from a professional peer at another nonprofit organization, a Board member from your organization, or a current member of the AFP Massachusetts Chapter
- Application fee of \$100.00 to be deposited for successful candidates only. If the applicant is not accepted into the program, the \$100.00 application fee will be returned. Please make checks payable to "AFP MA Chapter".

**Section I: Applicant Information**

Name \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Personal Email \_\_\_\_\_

**Section II: Employment Information**

Organization Name \_\_\_\_\_

Organization Street Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Work Phone # \_\_\_\_\_ Work Email \_\_\_\_\_

Job Title \_\_\_\_\_

When did you start in this position? \_\_\_\_\_

**Section III: Background Information**

Please use additional lines, as necessary.

1. How long have you been in the fundraising profession? \_\_\_\_\_

2. State the diverse background or experience with which you identify that is underrepresented in the development field. \_\_\_\_\_

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3. How did you enter the development field? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. What are your career aspirations? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. How do you think your participation in the Diversity & Inclusion Program will enhance your professional skills and impact your organization? Please include information about fundraising topics you would like more education such as major gifts and direct mail. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. How did you learn about the AFP MA Diversity & Inclusion Program? \_\_\_\_\_

#### **Section IV: Organization Information**

Mission Statement \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Year founded \_\_\_\_\_ Website \_\_\_\_\_

Current annual organizational budget \$ \_\_\_\_\_

Total revenue raised from contributions, grants and sponsorships \$ \_\_\_\_\_

Number of fundraisers \_\_\_\_\_ F/T \_\_\_\_\_ P/T

Primary community your organization serves \_\_\_\_\_  
\_\_\_\_\_

**Section V: Applicant Commitment**

If accepted as an AFP MA Diversity & Inclusion Fellow, I understand that I am expected to participate in the program as it is outlined. I further understand that if I leave my organization that I will endeavor to continue my involvement in the program. Upon completion of the Fellows program, I will put forth my best efforts to remain a member of the AFP MA Chapter and actively participate in its activities. In signing this application, I agree to participate in the full Program if selected as an AFP MA Diversity & Inclusion Fellow for the term commencing spring of 2018.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Statement of Support from Organization’s Leadership**

Applicant: Please have the appropriate person(s) review and sign the statement below.

We, the undersigned, fully endorse the application of \_\_\_\_\_  
to participate in the AFP MA Diversity & Inclusion Program for a two-year term commencing  
spring of 2018.

We understand this is an education program designed to enhance both the Fellow’s professional  
development and our organization’s capacity in fundraising. We understand that the Fellow, if  
accepted, will be away from the office to participate in monthly and annual AFP MA sponsored  
programming during the two-year fellowship.

By signing this statement we endorse the goals of the Diversity & Inclusion Program and fully  
support our employee’s active participation.

Supervisor \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Organization’s Executive Director, CEO or President:

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

As a matter of policy, AFP does not reimburse past memberships that were settled prior to the  
diversity fellow application period. The policy has been to start a complimentary membership for  
each fellow regardless of their membership status.

Revised August 29, 2017