

OneJustice Executive Fellowship

Information for the Applicant

Deadline to Apply: Monday, July 15, 2019 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 26, 2016**.

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: \$3,500

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

Full payment of tuition is due by **September 13, 2019**. Please note that because we are unable to enroll additional Fellows after **August 16, 2019**, 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

In-person sessions will alternate between San Francisco and Los Angeles. Approximately six of the classes will be held in San Francisco and four in Los Angeles.

Class Schedule

Because there are only ten in-person sessions, Fellows are expected to attend all sessions. In-person sessions are held from 10 am to 5 pm. If necessary, Fellows may miss one in-person session with advance notice and permission from faculty. Attendance at the two-day, **overnight retreat on June 1-2, 2020 is mandatory**. Online and telephonic intersessions 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 in-person sessions:

Thursday, September 12, 2019 (San Francisco)

Thursday, October 10, 2019 (Los Angeles)

Thursday, November 14, 2019 (San Francisco)

Thursday, December 12, 2019 (Los Angeles)

Thursday, January 16, 2020 (San Francisco)

Thursday, February 6, 2020 (San Francisco)

Thursday, March 5, 2020 (Los Angeles)

Thursday, April 2, 2020 (San Francisco)

Thursday, May 7, 2020 (Los Angeles)

Monday, June 1 and Tuesday, June 2, 2020 (Burlingame; overnight and mandatory)



Executive Fellowship

2019-2020 Application for Admission

Please email ([Gail Quan at gquan@one-justice.org](mailto: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 15, 2019 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

Education

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

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. The text boxes will be limited to 1200 characters.

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. What was the outcome?

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. Because there are only ten in-person sessions, Fellows are expected to attend all sessions.

- Thursday, September 12, 2019
- Thursday, October 10, 2019
- Thursday, November 7, 2019
- Thursday, December 12, 2019
- Thursday, January 16, 2020
- Thursday, February 6, 2020
- Thursday, March 5, 2020
- Thursday, April 2, 2020
- Thursday, May 2, 2020
- Monday, June 1 and Tuesday, June 2, 2020 (overnight and mandatory)

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 2019 through June 2020**, 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

Scholarship Request (Optional Section)

OneJustice is committed to helping legal services leaders attend the OneJustice Executive Fellowship. Although the full cost per Fellow is over \$6,500, thanks to the generous support of OneJustice Executive Fellowship donors we are able to offer a limited number of scholarships to help cover tuition (please see the "Scholarships" section on the first page of this application).

1. **Employer Support:** Please list the total amount your employer will pay towards this Fellowship. _____
2. **Personal Support (if applicable):** Please list the total amount you will pay towards this Fellowship. _____
3. **Scholarship Need:** Please list the total amount you are requesting in scholarship assistance. _____

Additional Comments Regarding Scholarship Request:

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 retreat, listed on the application (unless otherwise stated).

Signature of Applicant _____ Date _____

Please mail or email your application by 4 p.m. PT on Monday, July 15, 2019 to:

Gail Quan
OneJustice
433 California Street, Suite 815
San Francisco, CA 94104
gquan@one-justice.org