executive
service corps southern california

2017-2018 Developing Development Program Application

Thank you for your interest in the Developing Development Program. The application is considered complete only when both this form and attached MOU are submitted. Upon receipt, you may be contacted to schedule an interview at your office. Apply early for priority consideration; the program is limited to 12 organizations.

EARLY BIRD APPLICATIONS ARE DUE BY FRIDAY, MAY 26, 2017

REGULAR APPLICATIONS ARE DUE BY FRIDAY, JUNE 23, 2017

The program fee of $2,500 is due after acceptance into the program or $2,250 with an Early Bird application.

Organization_____

Board Chair _____ Email _____

Executive Director/CEO (primary participant) _____

Office Phone _____ Cell Phone _____

Email _____

Mailing Address _____ City _____ Zip _____

Site Address (if different) _____ City _____ Zip _____

Mission Statement:

Annual Budget $ _____ Year Founded _____ Website_____

Paid Staff _____ # of Board Members _____ # of Volunteers _____

1) Will board members *and* staff be able to attend each of the sessions? ☐ YES ☐ NO

2) Does the Board have an active Fund Development Committee? ☐ YES ☐ NO

3) Does the organization have a Development Officer? ☐ YES ☐ NO Name _____

Title _____ Email _____

4) What percentage of your annual income comes from individual contributions? _____ %

5) Is the organization operating under a strategic plan? ☐ YES ☐ NO If yes, in what year was it last updated? _____

6) Do you have a database that meets your needs? ☐ YES ☐ NO

7) Have you participated in Annenberg Alchemy? ☐ YES ☐ NO

8) What are the specific short- and long-term goals that you want to accomplish by participating in this program?

9) Describe your current individual giving program:

10) What is your board's commitment to actively participating in this program?

11) Your success in this program is largely dependent on the full participation of your team. Who do you anticipate will participate? Please provide names and titles.

12) How did you hear about the Developing Development Program?

Questions? Please contact:
Janet McIntyre, Vice President of Programs and Training, 213.613.9103 x20 or jmcintyre@escsc.org

Only applications submitted with this form and the signed MOU (see next page) are eligible for review.

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MEMORANDUM OF UNDERSTANDING

- The Developing Development Program (DDP) is only effective with the participation and commitment of the entire organizational leadership – Executive Director/CEO, board of directors and management staff - working closely with ESC coaches, participating in training sessions and working towards meeting specified benchmarks. Therefore, applicants must have both the Executive Director/CEO and Board Chair sign the application and Memorandum of Understanding.

- By signing this MOU, the applicants acknowledge that the success of this program depends on the cooperation and participation of the organization's board of directors and management staff. The Executive Director/CEO is expected to attend all training sessions (along with the appropriate board and staff members), work with their team to complete all program benchmarks, and allocate sufficient time with the ESC coaches to assure the success of the program.

It is understood that the client will:

- Recognize that the outcome of the Developing Development Program is dependent upon the Executive Director/CEO participating and bringing others to the training sessions and working together with their organization's leadership and their coach on meeting program benchmarks and objectives.
- Attend all sessions.
- Be responsive to coach's phone calls and e-mail messages in a timely manner.
- Inform coach if planning to be out of town or otherwise unavailable for an extended period.
- Respect the time the coach dedicates by keeping a commitment to participate in scheduled meetings.
- Honor commitments related to follow-through and preparation for meetings.
- Be open and honest in communications, knowing that ESC will respect confidentiality.
- Provide ESC coach with access to the information and people that will inform the ESC coach's understanding of the participant's organizational needs and concerns.

It is understood that the ESC Coach(s) will:

- Recognize that the outcome of DDP is dependent upon the ESC coach participating in the training sessions and working with the participant on the program benchmarks and objectives.
- Recognize that while other participants from the client organization will be involved, the Executive Director/CEO will be the lead.
- Be responsive to participant phone calls and e-mail messages in a timely manner.
- Inform participant if planning to be out of town or otherwise unavailable for an extended period.
- Keep appointments and be punctual.
- Honor commitments related to preparation for meetings and follow-through on program goals.
- Respect the confidentiality of all the participants.
- Help participant clarify and think through issues.
- Listen first, then provide feedback and options to let participant choose the best resolution.
- Answer participant's questions honestly and seek guidance when necessary.

Organization _____

Board Chair _____
Signature Date

Executive Director/CEO _____
Signature Date

Submit this signed MOU in addition to the application form

SCAN & EMAIL: Meghan Maloney, Program and Client Coordinator, 213.613.9103 x19 or mmaloney@escsc.org
MAIL: Executive Service Corps, 1000 North Alameda Street, Suite 330, Los Angeles, CA 90012