



INAUGURAL 2016 CLASS

CURRICULUM EXPERIENCE OVERVIEW

PARTNERS



AND HUNDREDS OF FAIRFIELD COUNTY NONPROFITS AND LEADERS

Dear Encore!Fairfield County Fellows,

Welcome.

You have been selected from a strong group of applicants to join the inaugural class of Encore!Fairfield County. You were chosen for your skills and your passion. You all have had exemplary careers in the private sector, and are now seeking to bridge your experience and skills into successful encore careers in the nonprofit sector. We seek to help you accomplish that goal.

The key word in all our work over the next four months is *transition*. You are experienced managers and professionals. You will learn fundamentals of nonprofit management that are different than for-profit practices: such as accounting, governance, planning and development. But, you will also recognize practices that are transferable to the sector from your prior work experience.

You cannot learn all the details of nonprofit operations in four months. What we will strive to provide you is a solid base of knowledge and a reflective process, in which you can learn best practices in nonprofit management and provide a foundation for matching your skills and experience to dynamic careers in the nonprofit sector.

This guide overviews the learning goals and key logistics for the classroom sessions of Encore!Fairfield County. Your two-month fellowship will be developed and outlined over the next month.

Welcome to the journey.

Dave and Linda



Your Encore! Fairfield County Co-Leads



Bob Francis



Scott Wilderman

Bob Francis and Scott Wilderman will be your wonderful guides and mentors for this journey. Linda and Dave will still be coordinating and visiting with you, but Bob and Scott will be your go-tos.

If there is a last minute emergency or issue the day of your program please call Bob or Scott first because they are on the ground and geographically present. Any coordination prior to the day-of please contact Linda or Dave. Here is our contact information.

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2016 Schedule at a Glance
Classes Meet from 9:00 am to 12:30 pm, on Tuesdays and Thursdays
unless otherwise indicated or notified.

WEEK	CLASS DATE	CLASSROOM TRAINING	CLASS SITES	PRESENTERS
1	9/1	Session 1 Welcome and Orientation	Person-To-Person 1864 Post Road Darien, CT	Encore Staff, Partners & Alumni
2	9/6	Session 2 Leading for Social Impact	LifeBridge 475 Clinton Avenue Bridgeport, CT	Meghan Lowney, Executive Director, ZOOM Foundation
	9/8	Session 3 Level 5 Leadership Good to Great Applied to Nonprofits	Bridgeport Neighborhood Trust 570 State Street Bridgeport, CT	Elizabeth Torres, CEO, Bridgeport Neighborhood Trust
3	9/13	Session 4 Resume and Job Action Plan	Norwalk Housing Authority 24 ½ Monroe St. Norwalk, CT	Dave Garvey and Scott Wilderman
	9/15	Session 5: Nonprofit Financials and Fund Development Planning	All Our Kin 414A Chapel Street, Suite 100 New Haven, CT	Scott Wilderman and Jim Perkins, Director of Accounting Services, CompuLedger
4	9/20	Session 6 Mock Interviews and Tips (9am-2pm)	Career Resources 350 Fairfield Avenue Bridgeport, CT	Career Resources and The WorkPlace Interview Coaches
	9/22	Session 7 The Networking Experience with Encore Alumni & Fairfield County Nonprofit Leaders	Kennedy Center 39 Lindeman Drive Trumbull, CT	Encore Staff and Alumni, along with Fairfield County Nonprofit Executives
5	9/27	Session 8 Key Essentials of Grant Research	Career Resources 350 Fairfield Avenue Bridgeport, CT	Mike McCarthy and Kevin Klemme of The Workplace
	9/29 (10am-2pm)	Session 9 Ethics, Transparency and Accountability	Inspirica 141 Franklin Street Stamford, CT (10am-2pm. Bring Bag Lunch)	Maurice Segall, Director, Pro Bono Partners
9/30		Email Word Version of Nonprofit	Resume to David Garvey	

6	10/5 Wed.	Session 10 Governance: Good to Great	United Way of Coastal Fairfield County 855 Main Street, 10th Floor Bridgeport, CT	Merle Berke-Schelskel, CEO, UW of Coastal Fairfield County
	10/7 Fri.	Session 11 Community and Program Data: Using it for Decision Making	Newman's Own Foundation 1 Morningside Dr North Westport, CT	Janice Gruendel, Principal, Gruendel & Associates
	10/7 Fri.	Fellowship Supervisor Orientation (2-4pm)	Newman's Own Foundation 1 Morningside Dr N, Westport, CT	Linda Friedman & Dave Garvey
7	10/11	Session 12 Reflections on Nonprofit Strategy and Planning	Family ReEntry 75 Washington Ave, Bridgeport, CT	David Nee, Senior Consultant
	10/14 Fri.	Session 13 Results-Based Accountability: The Basics	Fairfield Theatre Company 70 Sanford Street, Fairfield CT	Elaine Mintz & Nancy M. von Euler, Vice Presidents of FCCF
8	Week	Encore Fellowship Begins	October 17	
9	10/25	Session 14 Developing and Managing Collaborations and Partnerships	Burroughs Community Center 2470 Fairfield Avenue Bridgeport CT	Bob Francis with Dan Braccio of Career Resources
	10/27	Session 15: Encore Fellowship Touch Base (2-4pm)	RYASAP 2470 Fairfield Avenue Bridgeport, CT	David, Linda, Bob
10	11/8	Session 16: Small Group Resume Review	Career Resources 350 Fairfield Avenue Bridgeport, CT 06604	Capital Resources Mobil Coach Bus
11	11/22	Session 17 Talent Development in the Nonprofit World	Southwest Community Health Center , 46 Albion St, Bridgeport, CT	Fran Newby, Former VP of Human Resources for SCHC
12	12/1	Session 18 The Philanthropic Partnership and Donor Panel	Discovery Museum 4450 Park Avenue, Bridgeport CT	Marci Sternheim and Fairfield County Grantmakers
13	12/6	Session 19 Advocacy and Lobbying	Operation Hope 636 Old Post Road, Fairfield CT	Peter Smith, Partner, Rome, Smith, Lutz Government Relations
14	12/13	Session 20 Encore Fellowship Touch Base and Job Search (2-4pm)	Career Resources 350 Fairfield Avenue Bridgeport, CT	Dave, Linda Scott
	12/15	Graduation	University of Connecticut Stamford Campus 1 University Place, Stamford CT	The Graduating Class

The Sessions

Session One

When: September 1, 2016, 9 am – 12:30 pm
Topic: **Welcome and Orientation**
Location: [Person-To-Person](#)
1864 Post Road Darien, CT 06820
Phone: 203 655-0048



With Encore!Fairfield County **staff**; Robert Francis, Linda Friedman, David Garvey and Scott Wilderman; **Partners**, and **Encore!Hartford Alumni**; Archie Elam, Steve Elson, Stacy Goodwin, Jim Hedges, Kathleen Kiley, Lisa Roger and Steven Phillips, along with J. David Nelson, an Encore.org 2006 Purpose Prize Fellow and former chair of the AARP Foundation Board.

We will get to know each other, orientate where we are going and start the journey. We would like to thank our host, Ceci Maher, Executive Director of Person-to-Person.



Day of contact lead Linda Friedman 860-614-9776.

Session Two

When: September 6, 2016, 9 am - 12:30 pm
Topic: **Leadership for Social Impact**
Location: [LifeBridge Community Services](#)
475 Clinton Avenue, Bridgeport, CT 06605
Phone: 203-368-4291



Facilitated by Meghan Lowney, Executive Director of the [ZOOM Foundation](#).

Leading organizations dedicated to solving some of our world's most demanding and complex challenges is an adventure! We'll discuss key issues for leaders including:

- Building not just an organization, but a movement for change
- Developing constituencies and engaging stakeholders
- Creating sustainable social change organizations

Followed by Q & A with our host, William Hass, President and CEO of LifeBridge Community Services and tour.



Day of contact lead Bob Francis 203-913-7391.

Session Three

When: September 8, 2016, 9 am -12:30 pm
Topic: **Level 5 Leadership: Good to Great in the Social Sector**
Location: [Bridgeport Neighborhood Trust](#)
570 State Street, Bridgeport, CT 06604
Phone 203-290-4255



Facilitated by Elizabeth Torres, CEO Bridgeport Neighborhood Trust.

You will examine how the approaches to *Good to Great* are strongly applicable to the work and leadership of the nonprofit sector.

Followed by Q & A with Elizabeth and tour of 570 State Street and Downtown West.

Day of contact lead Bob Francis 203-913-7391.

Session Four

When: September 13, 2016, 9 am – 12:30 pm
Topic: **Resume and Job Action Plan**
Location: [Norwalk Housing Authority](#)
24 ½ Monroe St., Norwalk, CT 06854
Phone 203-838-8471



Facilitated by Dave Garvey and Scott Wilderman.

Learning Goals and Key Logistics

1. Developing a Nonprofit Job Search Action Plan
2. The nonprofit resume
3. Resume exchange – gaining from the input of others
4. Cover letters – tips and techniques

Followed by Q & A with Curtis Law, CEO, Norwalk Housing Authority and tour.

Day of contact lead Scott Wilderman 203-650-7526.

Session Five

When: September 15, 2016, 9 am – 12:30 pm
Topic: **Nonprofit Financials and Fund Development Planning**
Location: [All Our Kin](#)
1550 B State Street, Bridgeport, CT 06605
Phone 475-282-4770

ALL OUR KIN



Facilitated by Scott Wilderman, CEO of Career Resources and Jim Perkins, Director of Accounting Services for CompuLedger LLC.

You will gain a grounding in nonprofit financials and the key intersect to fund development planning.

Followed by Q & A with Erica Phillips, All Our Kin's Fairfield County Director and Vice President for Strategic Growth.

Day of contact lead Scott Wilderman 203-650-7526.

Session Six

When: September 20, 2016, 9am – 2 pm*
Topic: **Mock Job Interviews: Practice, Tips and Techniques**
Location: [Career Resources](#)
350 Fairfield Avenue, Bridgeport, CT 06604
Phone 203-334-5627



Facilitated by Career Resources, Inc. and The WorkPlace interview coaches.



You will prepare for the job interview in the nonprofit sector. As a group we will practice, assess and support each other in improving our interview approach.

* TBD Class may split into two sessions; one in the morning and one in the afternoon.

Day of contact lead Scott Wilderman 203-650-7526.

Session Seven

When: September 22, 2016, 9 am – 12:30 pm
Topic: **The Nonprofit Networking Experience**
Location: [Kennedy Center](#)
39 Lindeman Drive, Trumbull, CT
Phone 203-365-8522



Panel facilitated by David Garvey with Encore!Connecticut graduates Archie Elam, Stacy Goodwin, Jim Hedges, Kathleen Kiley and Lisa Roger to discuss their experiences and strategies networking in the nonprofit sector. Followed by a reception with Fairfield County nonprofit leaders and Q & A with Martin Schwartz, CEO of the Kennedy Center.



Day of contact lead David Garvey 860-933-1336.

Session Eight

When: September 27, 2016, 9 am -12:30 pm
Topic: **Key Essentials of Grant Research**
Location: [Career Resources](#)
350 Fairfield Avenue, Bridgeport, CT 06604
Phone 203-334-5627



Facilitated by Mike McCarthy, Vice President of National Initiatives and Kevin Klemme, Grant Development & Research Manager of The Workplace.

You will gain a foundation for the key research tools and practices used in identifying and applying for grant funding opportunities that can match and meet the needs of your nonprofit.

Followed by a Q &A with Joseph Carbone, CEO of the WorkPlace.

Day of contact lead Scott Wilderman 203-650-7526.

Session Nine

When: September 29, 2016, **10 am – 2 pm**. Bring a Lunch.

Topic: **Ethics, Transparency and Accountability**

Location: [Inspirica](#)
141 Franklin St., Stamford, CT 06901
Phone 203-388-0100



Facilitated by Maurice Segall, Deputy Director of [Pro Bono Partnership](#). You will discuss best practices in the areas of transparency, accountability and nonprofit ethics especially from the position of the board member and executive director, and the role of the board in developing essential organizational policies that foster accountability.

Followed by a Q &A with Jason Shaplen, CEO of Inspirica.



Day of contact lead David Garvey 860-933-1336.

Session Ten

When: October 5, 2016, 9 am – 12:30 pm

Topic: **Governance: From a Good to Great Perspective**

Location: [United Way of Coastal Fairfield County](#)
855 Main Street, 10th Floor, Bridgeport, CT 06604
Phone 203-339-6302



Facilitated by Merle Berke-Schelssel, President & CEO United Way of Coastal Fairfield County. You will view the role of governance from a mission/vision perspective. You will discuss the board's role is in achieving excellence, including fiduciary duties, all in line from a *Good to Great* lens.

Followed by an overview on the current work of [Bridgeport Prospers: Cradle to Career](#) by Cathy DeCesare, Senior Vice President for Strategic Initiatives.



Day of contact lead Bob Francis 203-913-7391.

Session Eleven

When: October 7, 2016, 9 am – 12:30 pm
Topic: **Community and Program Data:
Using it for Decision Making**
Location: [Newman's Own Foundation](#)
1 Morningside Dr N, Westport, CT 06880
Phone 860-284-4200



Facilitated by [Janice Gruendel](#), Principal of Gruendel & Associates and lead manager of [Bridgeport Prospers: Cradle to Career](#) initiative. You will examine the need for community data in the nonprofit sector for healthy operation decision making. You will see how *big data* is being used and the challenges faced by nonprofit and government agencies in obtaining and sharing relevant data.

Followed by Q & A with Kelly Giordano, Managing Director Newman's Own Foundation

Day of contact lead David Garvey 860-933-1336.

Session Twelve

When: October 11, 2016, 9 am – 12:30 pm
Topic: **Strategy and Planning: A Reflection on Practice**
Location: [Family ReEntry](#)
9 Mott Avenue, Suite 104, Norwalk CT 06850
203-838-0496 Phone



Facilitated by [David Nee](#), who is the Senior Consultant with the [Social Impact Exchange of the Growth Philanthropy Network](#) and founding Executive Director of William Caspar Graustein Memorial Fund. Bringing experience from his 30 year career, David will reflect on and you will discuss the nuance differences and similarities of corporate and nonprofit strategy and planning.

Followed by Q & A with A. Stephen Lanza, CEO of Family ReEntry.

Day of contact lead Bob Francis 203-913-7391.

Session Thirteen

When: October 13, 2016, 9 am – 12:30 pm
Topic: **Results-Based Accountability: The Basics**
Location: [Fairfield Theatre Company](#)
70 Sanford Street, Fairfield CT 06824
Phone 203-319-1404



Facilitated by Elaine Mintz, Vice President of Operations and Nancy M. von Euler, Vice President of Programs, Fairfield County's Community Foundation.

This workshop introduces participants to Results-Based Accountability™ (RBA). RBA is a powerful and practical way for nonprofits to measure impact, manage performance, and tell their story to strengthen their organization, increase sustainability and improve community well-being.

You will learn:

- How and where RBA is being used in Connecticut
- The basic concepts and language of RBA
- How to develop performance measures to evaluate an organization's success and impact
- Why it's important to relate nonprofit programs to community-wide results

Followed by Q & A with John Reid, Producing Artistic Director and Executive Director of the Fairfield Theatre Company and tour.



Day of contact lead Bob Francis 203-913-7391.

Session Fourteen

When: October 27, 2016, **2 pm – 4 pm**
Topic: **Encore Fellowship Touch Base**
Location: [RYASAP](#)
2470 Fairfield Avenue, Bridgeport, CT 06605
Phone 203-579-2727



You will meet with Dave, Linda, Bob and your Encore colleagues to discuss how your Fairfield County nonprofit fellowships are progressing. We will discuss any challenges you are experiencing, your deliverable goal and make adjustments if necessary. What are you learning? Share that with you colleagues.

Day of contact lead Bob Francis 203-913-7391

Session Fifteen

When: October 31, 2016, 9 am – 12:30 pm
Topic: Developing and Managing Collaborations and Partnerships
Location: [Burroughs Community Center](#)
2470 Fairfield Avenue, Bridgeport CT 06605
Phone 203-334-0293



Facilitated by Bob Francis and Dan Braccio, Director for Community and Business Relations for Career Resources. Bob and Dan will discuss their decades of success...and learning moments...of developing, managing and nurturing nonprofit, community and governmental partnerships that move the community forward.

Followed by Q & A with Michael Quan, CEO of the Burroughs Community Center



Day of contact lead Bob Francis 203-913-7391.

Session Sixteen

When: November 8, 2016, 9 am – 2 pm*
Topic: **Small Group Resume Review**
Location: [Career Resources](#)
350 Fairfield Avenue, Bridgeport, CT 06604
Phone 203-334-5627



Facilitated by Career Resources, Inc. and The WorkPlace resume coaches.

You will work together in small groups to discuss the progress of the design of your nonprofit resume. Provide feedback to each other and fine tune your resume for the nonprofit job search.

* TBD Class may split into two sessions; one in the morning and one in the afternoon.

Day of contact lead Scott Wilderman 203-650-7526.

Session Seventeen

When: November 22, 2016, 9 am- 12:30 pm
Topic: **Talent Development in the Nonprofit World**
Location: [Southwest Community Health Center](#)
6 Albion St, Bridgeport, CT 06605
Phone 203-330-6000



Facilitated by Fran Newby, recently retired head of Human Resources for Southwest Community Health Center. You will discuss the key talent management issues of the nonprofit workforce and what drives people to mission centered work. You will learn about the challenges of the nonprofit employee – learn about the personal, educational and financial obstacles that face this segment of the workforce, and discuss developing ways to motivate and support nonprofit employees as an aspect of both retention and succession planning

Followed by Q & A with Kathy Yacavone, CEO of Southwest Community Health Center.

Day of contact lead Bob Francis 203-913-7391.

Session Eighteen

When: December 1, 2016, 9 am – 12:30 pm
Topic: **The Philanthropic Partnership
And Donor Panel**
Location: [Discovery Museum](#)
4450 Park Avenue, Bridgeport CT 06604
Phone 203-372-3521



Facilitated by Marci Sternheim, principal of [Sternheim Consulting](#).

Nonprofit resource development depends on a variety of approaches, based on the type of organization, its mission, and its programs. Key to success is the relationship (partnership) between grantee and grantor. You will examine how nonprofit organizations develop productive and sustainable relationships with funders and evaluate what constitutes a successful philanthropic partnership.

The discussion will be followed by a panel of funders and nonprofits to discuss healthy and improvable relationship experiences that move the needle forward in community work.

Followed by Q & A with Stephen Baumann, CEO of the Discovery Museum and tour.

Day of contact lead David Garvey 860-933-1336.

Session Nineteen

When: December 6, 2016, 9 am – 12:30 pm
Topic: **Advocacy & Lobbying**
Location: [Operation HOPE](#)
636 Old Post Road, Fairfield CT 06824
Phone 203-292-5588



Facilitated by Peter Smith, Partner, [Rome, Smith and Lutz Government Relations](#). Your relationship with town, state and federal government agencies is crucial to the work of your nonprofit. You will discuss best practices and rules of lobbying and effective advocacy for your mission and stakeholders in the halls of government.

Followed by Q & A with Carla Miklos, Executive Director of Operation Hope.



Day of contact lead Scott Wilderman 203-650-7526.

Session Twenty

When: December 13, 2016, 2 pm – 4 pm
Topic: **Encore Fellowship and Job Search
Touch Base**
Location: [Career Resources](#)
350 Fairfield Avenue, Bridgeport, CT 06604
Phone 203-334-5627



You will meet with Dave and Scott to discuss your strategies and plans for networking and gaining employment in the Fairfield County nonprofit sector and beyond.

Day of contact lead Scott Wilderman 203-650-7526.

Graduation: December 15, 2016, 5 pm – 7 pm
Topic: **Graduation**
Location: [University of Connecticut: Stamford Campus](#)
1 University Place; Stamford CT 06901
Phone 203-251-8400



Congratulations! Let's celebrate with family, friends, colleagues!
Keynote Speaker: Juanita James, President and CEO of Fairfield County's Community Foundation



Day of contact lead Linda Friedman 860-614-9776.

Employment Resources

Encore!Fairfield County is partnering with these agencies in supporting your exploration and obtainment of a position in the nonprofit sector. Please consider working with them.



InSynergy is a full service staffing solutions company placing the 55+ professional with organizations that need their expertise.

JoAnne D'Aleo, Program Manager
InSynergy Staffing Solutions
633 Third Avenue 6th Floor
NYC, NY 10017

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Engage Staffing is steeped in the tradition of its parent company, The WorkPlace, in recruiting job seekers with polished skill sets who are ready to work and eager to succeed.

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After Graduation Job Search Action Plan Touch Base Meetings

We will continue to meet as a group once every month and a half from February through June, 2017 to review job search progress and provide support as you work through your action plans. Dates, times and location to be determined.

