CLASS OF 2017

CURRICULUM EXPERIENCE OVERVIEW

A PROGRAM OF

UCONN

DEPARTMENT OF PUBLIC POLICY
NONPROFIT LEADERSHIP

COMMUNITY 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 class of Encore! Fairfield County 2017. 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 finance, 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 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.

Scott K. Wilderman
President & CEO
Career Resources, Inc.
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www.careerresources.org
Cell Phone: 203-650-7526
Email: Wilderman@CareerResources.org

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Executive Director
RYASAP Catalyst for Community Change
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Cell Phone: 203-913-7391
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Fax. 860-246-0334
Email. linda.friedman@uconn.edu
2017 Schedule at a Glance
Classes Meet from 9:00 am to 12:30 pm, on Tuesdays and Thursdays unless otherwise indicated or notified.

<table>
<thead>
<tr>
<th>WEEK</th>
<th>CLASS DATE</th>
<th>CLASSROOM TRAINING</th>
<th>CLASS SITES</th>
<th>PRESENTERS</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>11/1</td>
<td>Session 1 Welcome and Orientation (9:30 am – 12:00 pm)</td>
<td>Bridgeport City Hall Annex 999 Broad Street Bridgeport, CT</td>
<td>Encore Staff, Partners &amp; Alumni</td>
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<tr>
<td>2</td>
<td>11/7</td>
<td>Session 2 Leading for Social Impact</td>
<td>Center for Family Justice 753 Fairfield Avenue Bridgeport, CT</td>
<td>Meghan Lowney, Executive Director, ZOOM Foundation</td>
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<td></td>
<td>11/9</td>
<td>Session 3 Level 5 Leadership Good to Great Applied to Nonprofits</td>
<td>Bridgeport Neighborhood Trust 570 State Street Bridgeport, CT</td>
<td>Elizabeth Torres, CEO, Bridgeport Neighborhood Trust</td>
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<td>3</td>
<td>11/14</td>
<td>Session 4 Mock Interviews and Tips</td>
<td>Burroughs Community Center 2470 Fairfield Avenue Bridgeport, CT</td>
<td>Scott Wilderman &amp; Career Resource Coached</td>
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<tr>
<td></td>
<td>11/16</td>
<td>Session 5: Nonprofit Financials and Fund Development Planning</td>
<td>All Our Kin 414A Chapel Street, Suite 100 New Haven, CT</td>
<td>Scott Wilderman and Jim Perkins, Director of Accounting Services, CompuLedger</td>
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<tr>
<td>4</td>
<td>11/28</td>
<td>Session 6 Resume and Job Action Plan</td>
<td>Career Resources 350 Fairfield Avenue Bridgeport, CT</td>
<td>Dave Garvey and Scott Wilderman</td>
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<td>5</td>
<td>12/5</td>
<td>Session 7 The Networking Experience with Encore Alumni and Fairfield County Nonprofit Leaders</td>
<td>Kennedy Center 39 Lindeman Drive Trumbull, CT</td>
<td>Encore Staff and Alumni along with Fairfield County Nonprofit Executives</td>
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<td></td>
<td>12/7</td>
<td>Session 8 Key Essentials of Grant Research (9:00am-2:30pm)</td>
<td>Career Resources 350 Fairfield Avenue Bridgeport, CT</td>
<td>Mike McCarthy and Kevin Klemme of The Workplace</td>
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12/7 Email Word Version of Nonprofit Resume to David Garvey
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Session</th>
<th>Location</th>
<th>Instructor</th>
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<td>7</td>
<td>12/19</td>
<td>Session 11: Community and Program Data: Using it for Decision Making</td>
<td>Newman’s Own Foundation, 1 Morningside Drive North, Westport, CT</td>
<td>Allison Logan, Executive Director, Bridgeport Prosper</td>
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<tr>
<td></td>
<td>12/19</td>
<td>Fellowship Supervisor Orientation (2-4pm)</td>
<td>Newman’s Own Foundation, 1 Morningside Drive North, Westport, CT</td>
<td>Linda Friedman and Dave Garvey</td>
</tr>
<tr>
<td>8</td>
<td>1/18</td>
<td>Session 12: Ethics, Transparency and Accountability</td>
<td>Inspirica, 141 Franklin Street, Stamford, CT</td>
<td>Maurice Segall, Director, Pro Bono Partnership</td>
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<td>9</td>
<td>1/23</td>
<td>Session 13: Encore Fellowship Touch Base</td>
<td>RYASAP, 2470 Fairfield Avenue, Bridgeport, CT</td>
<td>Dave Garvey, Linda Friedman and Bob Francis</td>
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<td></td>
<td>1/25</td>
<td>Session 14: Results-Based Accountability: The Basics</td>
<td>Fairfield Theatre Company, 70 Sanford Street, Fairfield, CT</td>
<td>Elaine Mintz &amp; Nancy M. von Euler, Vice Presidents of FCCF</td>
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<td>10</td>
<td>1/30</td>
<td>Session 15: Developing and Managing Collaborations and Partnerships</td>
<td>Jay Brothers Re-Entry Resource Center, 480 Bond Street, Bridgeport, CT</td>
<td>Bob Francis with Dan Braccio of Career Resources</td>
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<td>11</td>
<td>2/1</td>
<td>Session 16: Small Group Resume Review</td>
<td>Career Resources, 350 Fairfield Avenue, Bridgeport, CT 06604</td>
<td>Career Resources Mobil Coach Bus</td>
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<tr>
<td>12</td>
<td>2/6</td>
<td>Session 17: Human Resources in Nonprofits</td>
<td>Southwest Community Health Center, 46 Albion St, Bridgeport, CT</td>
<td>Scott Burrows, Chief HR Officer, SWCHC</td>
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<td>13</td>
<td>2/13</td>
<td>Session 18: The Philanthropic Partnership and Donor Panel</td>
<td>Discovery Museum, 4450 Park Avenue, Bridgeport, CT</td>
<td>Marci Sternheim and Fairfield County Grantmakers</td>
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</tbody>
</table>
|   | 2/15 | Session 19  
Adovacy and Lobbying | Fairfield County’s Community Foundation  
40 Richards Avenue  
Norwalk, CT | Peter Smith, Partner,  
Rome, Smith, Lutz  
Government Relations |
|---|------|---------------------------------|----------------------|----------------------|
| 13| 2/20 | Session 20  
Encore Fellowship Touch Base and Job Search  
(3:00-5:00 pm)  
Graduation | Career Resources  
350 Fairfield Avenue  
Bridgeport, CT | Dave Garvey,  
Linda Friedman and  
Scott Wilderman |
| 14| 2/22 | University of Connecticut  
Stamford Campus  
1 University Place  
Stamford, CT | The Graduating Class |
The Sessions

Session One

When: November 1, 2017 9:30 am – 12:30 pm
Topic: Welcome and Orientation

Location: Bridgeport City Hall Annex
999 Broad Street
Bridgeport, CT 06604
203-576-1311

With Encore!Fairfield County staff; Robert Francis, Linda Friedman, David Garvey and Scott Wilderman; Partners, and Encore!Hartford Alumni; Andy Ancel, Archie Elam, Stacey Goodwin, Jim Hedges, Evelyn Isaia and Lisa Roman.

We will get to know each other, orientate where we are going and start the journey. We would like to thank our host, Kim Staley, Chief Administrative Officer, City of Bridgeport.

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

Session Two

When: November 7, 2017, 9:00 am - 12:30 pm
Topic: Leadership for Social Impact

Location: The Center for Family Justice
753 Fairfield Avenue
Bridgeport, CT 06610
203-384-9559

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 will 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

Q & A with our host, Deb Greenwood, President and CEO, The Center for Family Justice.

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

When: November 9, 2017, 9:00 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  
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 and Scott Wilderman 203-650-7576.*

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Session Four

When: November 14, 2017, 9:00 am – 12:30 pm  
Topic: **Mock Interviews and Tips**  
Location: Burroughs Community Center  
2470 Fairfield Avenue  
Bridgeport, CT  
203-334-0293  
203-838-8471  
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 your interview approach.  
*Day of contact lead Scott Wilderman 203-650-7526.*
Session Five

When: November 16, 2017, 9:00 am – 12:30 pm
Topic: Nonprofit Financials and Fund Development Planning

Location: All Our Kin
1550 B State Street
Bridgeport, CT 06605
475-282-4770

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.

Q & A with our host Jill Herbst, Executive Director, All Our Kin, Bridgeport.

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

Session Six

When: November 28, 2017, 9:00 am – 12:30 pm
Topic: Resume and Job Action Plan

Location: Career Resources
350 Fairfield Avenue
Bridgeport, CT 06604
203-334-5627

Facilitated by Scott Wilderman, President and CEO, Career Resources, Inc. and Dave Garvey, Director, UConn Nonprofit Leadership Program.

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

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

When: December 5, 2017, 9:00 am – 12:30 pm  
Topic: The Nonprofit Networking Experience

Location:  
Kennedy Center  
39 Lindeman Drive  
Trumbull, CT  
203-365-8522

Panel facilitated by Dave Garvey with Encore!Connecticut graduates to discuss their experiences and strategies networking in the nonprofit sector.

Q & A with our host Martin Schwartz, CEO of the Kennedy Center and reception with Fairfield County nonprofit leaders.

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

Session Eight

When: December 7, 2017, 9:00 am - 2:30 pm  
Topic: Key Essentials of Grant Research

Location:  
Career Resources  
350 Fairfield Avenue  
Bridgeport, CT  
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.

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

When: December 12, 2017, 10:00 am – 2:00 pm. Bring Lunch.
Topic: **Strategy and Planning: A Reflection on Practice**

Location: **Domus**
83 Lockwood Avenue
Stamford, CT
203-324-4277

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.

Q & A with our host Mike Duggan, CEO, Domus.

*Day of contact lead Dave Garvey 860-933-1336.*

Session Ten

When: December 14, 2017, 9:00 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
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 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: December 19, 2017, 9:30 am – 12:30 pm
Topic: Community and Program Data: Using it for Decision Making
Location: Newman’s Own Foundation
1 Morningside Drive N
Westport, CT 06880
860-284-4200

Facilitated by Allison Logan, Executive Director, Bridgeport Prospers. 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.

Q & A with our host Kelly Giordano, Managing Director Newman’s Own Foundation

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

Session Twelve

When: January 18, 2018 10:00 am – 2:00 pm.
Bring Bag Lunch.
Topic: Ethics, Transparency and Accountability
Location: Inspirica
141 Franklin Street
Stamford, CT
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.

Q & A with Jasen Shaplen, CEO, Inspirica.

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

When: January 23, 2018, 3:00 pm – 5:00 pm
Topic: Encore Fellowship Touch Base
Location: RYASAP
2470 Fairfield Avenue
Bridgeport, CT
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 your colleagues.

Day of contact lead Bob Francis 203-913-7391

Session Fourteen

When: January 25, 2018, 9:00 am – 12:30 pm
Topic: Results-Based Accountability
Location: Fairfield Theater Company
70 Sanford Street
Fairfield, CT
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

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

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

When:       January 30, 2018, 9:00 am – 12:30 pm
Topic:      Developing and Managing Collaborations and Partnerships
Location:   Jay Brothers Re-Entry Resource Center
            480 Bond Street
            Bridgeport, CT
            203-416-8901

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.

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

Session Sixteen

When:       February 1, 2018, 9:00 am – 12:30 pm
Topic:      Small Group Resume Review
Location:   Career Resources
            350 Fairfield Avenue
            Bridgeport, CT
            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.

Day of contact lead Scott Wilderman 203-650-7526.
Session Seventeen
When: February 6, 2018, 9:00 am - 12:30 pm
Topic: Human Resources in Nonprofits
Location: Southwest Community Health Center
6 Albion St
Bridgeport, CT
203-330-6000

Facilitated by Scott Burrows, Chief HR Office, SWCHC. 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.

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

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

Session Eighteen
When: February 13, 2018, 9:00 am – 12:30 pm
Topic: The Philanthropic Partnership and Donor Panel
Location: Discovery Museum
4450 Park Avenue
Bridgeport CT
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.

Q & A with Alexandra Cannon, Acting Executive Director and Director, STEM Learning Program, Discovery Museum.

Day of contact lead Dave Garvey 860-933-1336.
Session Nineteen

When: February 15, 2018 9:00 am – 12:30 pm
Topic: Advocacy & Lobbying
Location: Fairfield County’s Community Foundation
40 Richards Avenue
Norwalk, CT
203-750-3200

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.

Q & A with Elaine Mintz, Vice President of Operations, Fairfield County’s Community Foundation.

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

Session Twenty

When: February 20, 2018, 3:00 pm – 5:00 pm
Topic: Encore Fellowship and Job Search
Touch Base
Location: Career Resources
350 Fairfield Avenue
Bridgeport, CT
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: February 22, 2018, 5:00 pm – 7:00 pm
Topic: Graduation
Location: University of Connecticut: Stamford Campus
         1 University Place
         Stamford CT
         203-251-8400

Congratulations! Let’s celebrate with family, friends, colleagues!
Keynote Speaker: Joseph Carbone, President and CEO, The WorkPlace.

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.

JoAnne D’Aleo, Program Manager
InSynergy Staffing Solutions
633 Third Avenue 6th Floor
NYC, NY 10017
(w) 646-931-2331, (m) 404-431-9637
https://www.linkedin.com/company/insynergy-staffing

Patty Hampton, CSP
Vice President and Managing Partner
O: (202) 785-2060 x103 | M: (301) 573-7018 |
phampton@nonprofithr.com
www.nonprofithr.com
1400 Eye Street NW, Suite 500
Washington, DC 20005

Michael Morgan, Director
350 Fairfield Avenue
Bridgeport, CT 06604
www.wpvengagestaffing.com
Elra Harris, Recruiter
eharris@wpvengagestaffing.com
Direct: 203.610.8488

After Graduation Job Search Action Plan Touch Base Meetings
We will continue to meet as a group once every month and a half from March through July, 2018 to review job search progress and provide support as you work through your action plans. Dates, times and location to be determined.