



# LEADERSHIP ROUNDTABLE

## Leadership Roundtable

Leadership Roundtable Fellows Application

### PERSONAL INFORMATION

Name:

Application Date:

Phone Number:

Available Start Date:

Street Address:

City, State, Zip Code:

Email Address:

Are you Authorized to work in the United States?      yes      no

Are you bilingual?      yes      no

### OVERVIEW

Do you dream about a career in ministry but want to learn best practices in leadership and management to help you lead in a faith-based environment? Or do you long to work in a professional environment where you can both gain critical skills and balance your career with your Catholic faith? Consider joining Leadership Roundtable's Fellows Program.

The Fellows Program offers a one-year, faith-based experience working with, and learning from, our national team as we promote the best practices and accountability in management, finances, communications and human resources development in the Catholic Church in the U.S. through direct training of Church leaders, national convenings, and fundraising efforts. By joining our Fellows Program, you will have the opportunity to serve full-time at Leadership Roundtable and develop a broad skill set in management and leadership to help you successfully transition to a career in ministry or nonprofit environment.

Through the Fellows Program, Leadership Roundtable seeks to support the next generation of Catholic leaders who are committed to a thriving Church that operates with excellence in management and leadership, while grounding them in the values of the Catholic faith and service to the common good.

## **WHAT TO EXPECT**

You will gain confidence, skills, and direct experience in the various aspects of our work at Leadership Roundtable, and build a professional network, among national Catholic leaders. The Fellows Program will expose you to several professional fields and offer one-on-one professional coaching, and guidance from a staff mentor to help you discern the next steps in your career. You will also have the option to have a spiritual director of your choosing throughout your fellowship. As a Fellow, you will gain hands-on experience in various fields including: nonprofit administration, fundraising, project management, leadership development, communications, operations and finance based on your skills and interests as well as the needs of the organization. Your daily tasks will vary, but throughout the course of the fellowship, will include administration, programs support, research, technology support, data entry, and writing.

## **REQUIREMENTS**

Applicants must be Catholic, a recent college graduate (within the last five years) and authorized to work in the United States. Applicants should have a committed faith life, a willingness and desire to grow personally, professionally, and spiritually, and have a heart for service. Applicants should feel called to serve God's people through their administrative, business, communications, or development skills and demonstrate flexibility as well as an ability to work independently or part of a team. A strong attention to detail and superior written and verbal communications skills are desired. Proficiency in Google Docs, Microsoft Excel and Word are required. A knowledge of Catholic Church structure is preferred.

**INTRODUCTION:** Please respond to each of the following questions:

How did you hear about Leadership Roundtable and the Fellows Program and what has led to your decision to apply at this time?

What areas of focus in the program are you most interested in and how will it enrich your personal and professional goals?

**AUTOBIOGRAPHY:** Please choose and respond to **two** of the following questions.

- What are your career aspirations?
- What role does your faith have in your life?
- What are your natural abilities and strengths, and how are you currently nurturing and using them?

**INFLUENCES:** Please respond to **one** of the following questions.

- Highlight any events or people that have shaped who you are today.
- What are two books, articles, or films that you have read or seen that have had a significant influence on you, your values, priorities, and/or life beliefs?
- Have you participated in any workshop, seminar, or retreat within the past several years that you found especially transformative and empowering?

**A FAITH PERSPECTIVE:** Please respond to **one** of the following questions.

- Describe how a parish budget is a theological statement.
- Detail how social media has impacted and engaged young people in church activities and ministry.
- Tertullian once said, "Christians are made, not born" and the same could be said of the culture of an organization. How is a vibrant Catholic culture built in a parish or ministry?

**NEXT STEPS:** Please respond to the following question.

What, if any, obligations do you have in your life that could hinder your ability to fully carry out your fellowship year?

## **RÉSUMÉ**

Please attach a résumé and a cover letter that summarizes your education, professional experience, and any relevant leadership roles, volunteer work, or skills.

## **INTERVIEW**

If selected as a candidate for the Fellows Program, Leadership Roundtable will contact you to schedule an interview via phone or Zoom.

## **REFERENCES**

If selected as a candidate for the Fellows Program, Leadership Roundtable requires the following references:

- **Pastoral reference** – Provide one reference, who is not related to you, who is a parish priest, campus minister, spiritual director, etc. who can speak to your faith.
- **Professional references** – Provide two references, including at least one supervisor from a volunteer or work experience, who are not related to you and who can speak to your professionalism and work ethic. One of your professional references may be a professor.
- **Personal Reference** – Provide one reference, who is not related to you, and who has served in a mentor role and can speak about your character.

All application materials should be sent to: [fellows@leadershiproundtable.org](mailto:fellows@leadershiproundtable.org)