



2023-2024 LeadingAge DC, Maryland and Virginia Leadership Academy Application

Application Components

1. **Application Process** - This program is only available to individuals employed with a LeadingAge DC, Maryland or Virginia member community. Reminder, only one applicant per community will be considered. If a Fellow's employment status changes or if he or she fails to meet any of the program's eligibility criteria, continued participation in the Leadership Academy is subject to review by LeadingAge DC, Maryland and Virginia. Please submit the statement of commitment, a letter of reference, resume or short biographical summary and leadership essay no later than 5:00pm on **February 24, 2023**. Completed applications can be emailed to contactus@LeadingAgeVirginia.org.
2. **Statement of Commitment** - Applicants are required to submit a Statement of Commitment (next page) signed by their sponsoring organization. Please note applicants must be with their organization for a year or more for their application to be considered.
3. **One Letter of Professional Reference**
Applicants are required to provide one professional letter of reference.
4. **Resume or Biography**
Applicants are required to submit an updated resume clearly indicating their current position, responsibilities and accomplishments or a short biographical summary reflecting the same points.
5. **Leadership Essay**
Please complete your personal leadership essay using the following points as headers.
 - What attributes do you feel an effective leader should possess and how do you hope your participation in the Leadership Academy will strengthen you as a leader? Please refer to a significant professional achievement, your specific role in attaining that achievement and the impact it had on your organization.
 - What do you view as one of the current gaps in older adult services? Coupled with your academy experience, what role might you play in addressing the gap?
 - Describe your personal commitment to older adult services and how you envision using your experience to enhance services within your organization, your community and at the state and national levels.

Please make sure you provide enough information to give the selection committee insight into your history and desire to be part of this program. One or two sentence answers to the following questions are not recommended. Please limit your responses for all three topics to one page.

Evaluation Criteria

All application submissions will be reviewed to ultimately assemble a diverse class of LeadingAge DC, Maryland and Virginia Leadership Academy Fellows (in terms of life experiences, leadership roles, geography, type of organization, as well as other unique characteristics). A committee of LeadingAge DC, Maryland and Virginia member leaders will evaluate applications using the following criteria:

- How strongly defined, insightful and introspective is the leadership essay?
- How strongly does the applicant demonstrate a personal commitment to older adult services?
- How strongly does the applicant demonstrate a dedication to life-long learning?

- To what extent does the applicant possess the capacity needed to become a transformational leader?

Application and Letter of Commitment

Name: _____

Community: _____

Position/Title: _____

E-mail address: _____

Business Mailing Address: _____

City, State, Zip: _____ Phone: _____

Years of Service in Current Organization: _____ Provider Type: _____

List of Current Responsibilities: _____

Home Mailing Address (will not be published):

Preferred Mailing Address: (check one) ☐ Business ☐ Home

Cell Phone (will not be published): _____

Name and Title of Sponsor*: _____

Sponsor Email: _____

Statement of Commitment:

If selected, the Fellow agrees to the following learning schedule:

- Attend each session (arriving on time and staying for the entire event).
- Complete assignments to enhance the understanding and application of the content areas.
- Connect monthly with the Leadership Academy coaches to discuss assignments, on-going development, and additional professional development opportunities.
- Remain employed with a LeadingAge member for the duration of the program.

Applicant Signature: _____

If selected, the Fellow's community agrees to:

- Submit a check for the \$1825 participant registration fee prior to the start of the program.
- Provide travel and lodging costs associated with the program.
- Allow adequate time for the completion of assignments that will enhance the understanding and application of the content areas of each session.
- Allow the Leadership Academy Fellow time to connect with his or her coach and actively participate in learning activities.

Sponsor Signature*: _____

President, CEO, Executive Director or Administrator (where appropriate) or Board Chair (if applicant is the highest-ranking executive officer)

***Please Note: The Statement of Commitment must be signed by the President, CEO, Executive Director or Administrator (where appropriate) of the applicant's organization. If the applicant is the highest-ranking executive officer, the organization's board chair should sign.**

Thank you for submitting your application to participate in the LeadingAge DC/MD/VA Leadership Academy. You are required to submit a Letter of Commitment that must be signed by you and your sponsor*.

**Email completed application and supporting materials to contactus@LeadingAgeVirginia.org
Must be received by 5:00pm on February 24, 2023.**

Application checklist:

- ☐ Completed application
- ☐ Statement of commitment
- ☐ Resume or short biography
- ☐ Leadership essay
- ☐ Letter of professional reference

If you have any questions when completing this application, contact Melissa Andrews, President & CEO, LeadingAge Virginia at melissa@leadingagevirginia.org or 804-925-2540.