



**MINORITY ADVANCEMENT INSTITUTE  
NOVEMBER 15-17, 2010**

*(Deadline extended for applications: October 8, 2010)*

**MINORITY ADVANCEMENT INSTITUTE - CONFERENCE FOR DIVERSE MANAGERS**

**November 15-17, 2010**

Starts Monday, November 15 at 1pm

Ends Wednesday, November 17 at noon

**OVERVIEW:**

The conference is to focus on management, leadership, and mentoring of 20 professionals of diverse backgrounds in the field of advancement. The program will look to attract professionals that have the potential to rise to the ranks of senior management (AVP/VP) in advancement. Case studies and small group exercises are combined with lectures and discussion sessions.

**POSSIBLE SESSIONS:**

Why diverse leadership is necessary

How to manage and lead

Managing key relationships

What's your leadership IQ?

How to create and manage vision

Managing power

How to be a change agent

Interviews with CEO and their expectations

Manage low performers and difficult personalities



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*(Deadlin extended to October 8, 2010)*

FIRST NAME \_\_\_\_\_

LAST NAME \_\_\_\_\_

NAME OF INSTITUTION \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

JOB TITLE \_\_\_\_\_

CURRENT OCCUPATION \_\_\_\_\_

BUSINESS EMAIL/PHONE NUMBER \_\_\_\_\_

**Degrees (CHECK HIGHEST DEGREE)**

\_\_\_ B.A. \_\_\_ M.A. \_\_\_ M.B.A. \_\_\_ Ed.M. \_\_\_ Ph.D. \_\_\_ M.P.A.  
\_\_\_ B. S. \_\_\_ M.S. \_\_\_ J.D. \_\_\_ Ed.D. \_\_\_ M.L.S.  
\_\_\_ Other: \_\_\_\_\_

**JOB EXPERIENCE**

Alumni Relations       Development       Communication and Marketing

Number of years in advancement: \_\_\_\_\_ (5 year minimum)

Number of employees you are currently supervising (excluding support staff) \_\_\_\_\_

Do you directly manage a budget?  Yes  No If yes, how much \_\_\_\_\_

If no, have you managed a budget before?  Yes  No How much \_\_\_\_\_

## REFERENCES

You are required to submit two letters of reference. You should choose two individuals who work or have worked with you in advancement. Please forward these letters and the completed application (together) to Rob Henry, Executive Director of Emerging Constituencies – 1307 New York Avenue NW – Suite 1000 – Washington, DC 20005 or [henry@case.org](mailto:henry@case.org).

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

## EDUCATIONAL BACKGROUND, WORK EXPERIENCE & VOLUNTEER EXPERIENCE

Please submit with this application a resume or curriculum vita detailing your professional and educational experience. (2 page maximum)

## DIVERSITY BACKGROUND

Due to the specific nature of the Minority Advancement Institute, please indicate your diversity background:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> African American/Black | <input type="checkbox"/> Asian           | <input type="checkbox"/> Gay/Lesbian      |
| <input type="checkbox"/> Hispanic               | <input type="checkbox"/> Native American | <input type="checkbox"/> Pacific Islander |
| <input type="checkbox"/> Physically impaired    | <input type="checkbox"/> White/European  |   |

## **PERSONAL STATEMENT**

In a statement of up to 500 words, Please state your career plans and goals, explaining how the Minority Advancement Institute can help you achieve these objectives.

## **APPLICANT'S AGREEMENT**

I affirm that all information contained in this application is complete and accurate.

SIGNATURE

DATE