Host Organization INFORMATION and APPLICATION – 2012-13 Program Year

Thank you for your interest in Northwestern University’s Public Interest Program (NUPIP). Below you will find information about the program and what you can expect as a partner organization. If you have any questions, please contact: Megan Everett (m-everett@northwestern.edu, 847-467-1367) or Ellen Knutson (e-knutson@northwestern.edu, 847-467-2139).

Fellowship Description
NUPIP Fellows are top recent graduates from Northwestern University placed at a Chicago-area nonprofit or civic organization for full-time work over a period of 10-12 months. Candidates for NUPIP Fellowships go through a rigorous screening process, which includes multiple interviews with Northwestern faculty, staff, and alumni, and culminates with host organization interviews. NUPIP supports weekly professional development and educational seminars, a mentorship program, and periodic networking activities. Host Organizations commit to providing a modest monthly stipend, access to basic health benefits, and a small placement fee to help support NUPIP programming, the weekly seminar series, and professional development activities.

Why organizations participate:
• Skilled Applicants: Organizations access an exceptional applicant pool with: general training in writing, analysis, and research; a responsible work ethic; creativity; teamwork skills; and the ability to meet deadlines.
• Commitment: NUPIP Fellows are drawn from a competitive pool of outstanding students committed to public interest work.
• Screening: NUPIP narrows the applicant pool to 2-4 candidates who specifically match each organization’s stated needs. The organization then interviews and chooses among the selected candidates. Organizations are NOT committed to taking a fellow if they do not identify a good match during the interview process.
• Strengthening the Nonprofit Community: NUPIP offers the organization the chance to introduce talented newcomers to the nonprofit community. Additionally, NUPIP mentors, Northwestern’s network of alumni working in the public interest sector, and the educational seminars provide fellows with valuable skills that they can contribute back to their host organizations.

NUPIP Provides:
• A motivated Northwestern graduate with skills and interests that match your organization’s work
• Weekly professional development seminars on a wide-range of issues for NUPIP Fellows
• A partnership with Northwestern University and access to intellectual resources offered by the University
• A Northwestern University alumni mentor for each NUPIP Fellow
• Access to a network of dozens of top Chicago-area non-profits and civic organizations through the community of Public Interest Program Fellows placed at diverse organizations throughout the area.

• The opportunity to develop future leadership and a commitment to positive social change among talented recent college graduates (many of whom receive offers to continue to work at their host organization after the conclusion of their fellowship term)

• Support and consultation for NUPIP Fellows, organizations, and supervisors throughout the fellowship year

Expectations of Host Organizations

• Pay the stipend of the fellow – typically ranging from $22,000 - $28,000 annually, including basic health insurance benefits (the stipend can be prorated for fellowships running less than 12 months).

• Once an organization selects a fellow, organizations are charged a placement fee of $1,000 to help support the recruitment and matching process and ongoing professional development programs for NUPIP fellows including weekly seminars, networking events, and the professional mentor program

• Provide challenging and meaningful work for the fellow

• Provide orientation and training specific to your organization

• Provide good supervision for the Fellow

• Fellows should also be excused for weekly seminars which are a critical component of the Public Interest Program

• Comply with the deadlines and procedures of the NU Public Interest Program

The Application and Matching Process

Applications for partner organizations are available online at www.nupip.org and also as a pdf. Applications can be submitted online, by fax, or by email.

February 15, 2012
• Host Organizations applications are due

March 2012
• Host Organizations are informed of matches and mailed application materials, interviews scheduled
• Matched candidates complete interviews with host organizations
• Host Organizations extend offers to their top candidate

April 2012
• Candidates notify NUPIP and host organizations of placement decision
• Begin Second round of matches (If necessary)
• Placed fellows return Letter of Agreement signed by fellow and supervisor

May 2012
• Host organizations and Fellows (incoming and outgoing) attend Spring Reception

Between June and September 2012
• Fellows begin work at placement. Start-dates and other timing particulars should be arranged between the organization and fellow and run for at least 10 months.

September 2012
• Public Interest Program Seminar begins
Host Organization Application

Please complete the application below (or online at www.nupip.org) to be considered for a 2012-13 NUPIP Fellow. Applications are due by **February 15, 2012** to ensure full consideration. Late applications will be considered as space allows. Applications can be submitted by email: nupip@northwestern.edu, by fax to: 847-467-2286 or online at: www.nupip.org

**Organization Information**

Organization
Name: ____________________________________________

Contact
Name: ____________________________________________

Position: ____________________________________________

Address:
Street Address: ____________________________________________
City: ____________________________________________ State: ____________ ZIP Code: ____________

Phone: (_______)_________ Email Address: ____________
Preferred Method of Contact: ____________________________________________

**Organization Mission Statement**

_________________________________________________________________________________________

**Brief Description of Organization’s Activities**

_________________________________________________________________________________________

**Fellowship Information**

Draft Overview of Fellow’s Prospective Job Responsibilities

_________________________________________________________________________________________
Qualities and Skills Desired of Fellow

Fellow’s Supervisor (if known)  

Position:  

Phone: ( )  

Email Address:  

Preferred Method of Contact:  

Tentative Dates and Financial Information

Please give us a general sense of your organization’s overall size. Metrics like estimated annual budget or staff size are helpful.

Typically, the stipend provided for a fellow should fall between $22,000 - $28,000 over 12 months (which can be prorated for 10 or 11 month fellowships). Please indicate the likely range of the stipend your organization can provide (non-binding, but will be used to give prospective fellows a sense of what to expect when they consider prospective host sites):

$22-$24,000  

$24-$26,000  

$26-$28,000  

Tentative Start Date:  

June 2012  

July 2012  

August 2012  

September 2012  

Tentative End Date:  

April 2013  

May 2013  

June 2013  

July 2013  

August 2013  

September 2013  

Other Comments or Questions

If you have any immediate questions about hosting an NUPIP Fellow or this application, please contact Megan Everett at m-everett@northwestern.edu or Ellen Knutson at e-knutson@northwestern.edu