



# HUNGER INNOVATION FELLOWSHIP

## 2018 CANDIDATE INFORMATION PACKET

This packet includes information related to:

- Goal
- Eligibility
- Application Deadline
- Application and submission process
- Application Requirements
- Selection process and criteria
- Hunger Innovation Fellow support & resources
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### GOAL:

Identify systems-level change(s) to elevate & accelerate collective efforts to end food insecurity in Louisville, KY.

### ELIGIBILITY:

- An individual or team (up to 3 individuals).
- A United States citizen or individual(s) authorized to work in the United States.
- Availability for a 12 month project beginning in early 2018.
- Must spend significant time in the Louisville Metropolitan area for the duration of the project.
- Must be willing to collaborate with local non-profits and their partners to understand issues and challenges surrounding Louisville's food ecosystem.

An ideal candidate will:

- Demonstrate experience generating, evaluating, realizing, and implementing new systems-level ideas resulting in operational efficiencies.
- Have a basic knowledge of issues related to food insecurity
- Be highly competent in the following areas:
  - Strategic vision: The ability to see “what could be,” while strategically considering opportunities, benefits, resources, and obstacles.
  - Provocative inquiry: The ability to ask questions that challenge assumptions to help organizations define their desired future outcomes.
  - Creative problem-solving: The ability to apply best practices, skills, or strategies from diverse sources to arrive at meaningful solutions.
  - Leadership: The ability to establish, articulate, and provide resources to realize a vision, while balancing the interests of team members and other stakeholders.
  - Relationship building: The ability to understand individual and organizational needs, quickly identify opportunities for consensus and shared goals.
  - Agility: The ability to be resourceful, nimble, and confident in response to unexpected change.
  - Resilience: The ability to overcome obstacles with courage.

#### **APPLICATION DEADLINE:**

Submissions must be received no later than November 6<sup>th</sup>, 2017, at 12 noon (Eastern Standard Time). Late submissions cannot be considered.

#### **APPLICATION AND SUBMISSION PROCESS:**

The application process will be administered online. All applications and supporting documentation will be submitted through the online portal. You can access the application at [hungerinnovationfellowship.org](http://hungerinnovationfellowship.org).

We recommend that you review and prepare all materials before beginning the online submission form.

#### **APPLICATION REQUIREMENTS:**

##### ***Essay Questions***

The application questions are designed for the selection committee to gain an understanding of candidate’s experiences, skills, and capacity to design and promote innovative approaches to challenging problems. Please note: each section will include character limits.

1. Please tell us about a time in which your leadership resulted in the improvement of systems, methodologies, or standards. Please define the challenge(s). How did you establish and work toward a goal for improvement? Describe your role and how others were involved. (3,000 character limit)
2. Please share an example of a time in which your ideas were not well received by stakeholders. How did you respond? What were your next steps? (3,000 character limit)

3. What do you believe are the key ingredients in guiding and maintaining successful working relationships? Provide specific examples of how you used these in your work. *(3,000 character limit)*
4. Imagine a situation in which you have very little information but have to make a decision. What steps do you take? *(3,000 character limit)*
5. You have five minutes to speak with the leader of a major non-profit organization who works to address food insecurity. Please share questions you would ask in order to better understand the organization's work and help the leader think differently about how the organization addresses hunger. *(3,000 character limit)*
6. What current or future trends, technologies or processes will you immediately explore to help end food insecurity? What do you see as possible as a result of this work? *(3,000 character limit)*
7. What is your current understanding of food insecurity? *(1,500 character limit)*
8. Please share any personal experience with food insecurity? *(1,500 character limit)*
9. What motivates you to create and implement solutions to end food insecurity? *(1,500 character limit)*

### **Résumé**

A current résumé must be uploaded in pdf format. Tailor your résumé to highlight experiences that will directly translate into this role. Limit to no more than two pages. Additional pages will not be read.

### **Work Samples**

Candidates must upload three samples providing evidence of past innovation. This can include but is not limited to proposals, project reports, and product development. Samples can be uploaded in .png, .jpeg, or .pdf formats. We will also accept URLs for images, videos, or websites. Candidate must provide a brief description *(800 character limit)* explaining why the sample was chosen as evidence.

### **References**

Candidates must provide contact information, including an active e-mail address, for three references with intimate knowledge of candidates' competencies in strategic vision, provocative inquiry, creative problem-solving, leadership, relationship building, agility, and resilience. If applying as a team, it is preferred to submit references speaking to the combined competencies of the team; however, a personal reference for each individual team member is acceptable. A digital survey may be e-mailed to references. An active, regularly monitored e-mail address is necessary for each reference.

## **SELECTION PROCESS & CRITERIA**

Up to 4 finalists will be selected to interview with a panel of reviewers. Finalists will be selected through a series of review stages.

### **Level 1 Review – Staff:**

Community Foundation of Louisville staff will review all submissions to ensure candidates' adherence to eligibility criteria, submission completeness, and clarity of essay responses. All submissions meeting the minimum qualifications will be recommended for **Level 2 Review**.

**Level 2 Review - Committee:**

An anonymous selection committee will review all submissions meeting the minimum requirements as determined through Level 1 Review. Reviewers are looking for evidence of competency in the following areas:

- Strategic vision: The ability to see “what could be”, while strategically considering opportunities, benefits, resources, and obstacles.
- Provocative inquiry: The ability to ask questions that challenge assumptions to help organizations define their desired future outcomes.
- Creative problem-solving: The ability to reapply best practices, skills, or strategies from diverse sources to arrive at disruptive solutions.
- Leadership: The ability to establish, articulate, and provide resources to realize a vision, while balancing the interests of team members and other stakeholders.
- Relationship building: The ability to understand individual and organizational needs, quickly identify opportunities for consensus and shared goals.
- Agility: The ability to be resourceful, nimble and confident in response to unexpected change.
- Resilience: The ability to overcome obstacles with courage.
- Food insecurity knowledge: The basic understanding of issues preventing an individual from accessing enough nutritious food to have an active life.

Each essay response, work samples, and references will be scored from 1 to 5 with 5 being exceptional. Up to four of the top scoring submissions will be recommended for **Level 3 Review: Finalist Interview**.

**Level 3 Review – Finalist Interview:**

Up to 4 finalists will be invited to an interview with a panel of reviewers. Finalists not living in Louisville, KY will have the opportunity to interview via Skype. Finalists will be given a short list of questions in advance of the interview. At least three days will be provided for finalists to prepare a response to the questions. Finalists will present responses to the interview team in a manner that best demonstrates competency in the aforementioned areas. Thirty minutes will be allotted for the prepared response. Additional questions will be asked by reviewers. Reviewers will use a standard evaluation instrument when considering each candidate. The identity of reviewers and the standard evaluation instrument will be included in the interview invitation. The Hunger Innovation Fellowship will be offered to the finalist who best demonstrates the desire, competence, and ability to identify systems-level change(s) to accelerate and elevate collective efforts to end food insecurity in Louisville, KY.

**HUNGER INNOVATION SUPPORT & RESOURCES**

Selected fellow(s) will receive:

- \$100,000 total compensation (reportable on form 1099, team members will share compensation)
- Up to \$20,000 for research related expenses
- Office research space at Community Foundation of Louisville headquarters (325 W. Main St., Suite 1110, Louisville, KY 40202)
- Supporting partnership with a staff person at Community Foundation of Louisville
- Access to a local Advisory Committee, local networks, and partners
- Potential for renewal after first year

**FREQUENTLY ASKED QUESTIONS****Can you describe some of the basic expectations of the chosen Hunger Innovation Fellow?**

During the 12 month duration the fellow must gather ample knowledge surrounding Louisville's food ecosystem and the underlying causes of food insecurity to identify systems-level change(s) intended to accelerate and elevate collective efforts to end it in Louisville. The changes should have significant impact on Louisville's food ecosystem as a whole. Efforts should not be isolated to one specific organization or entity. Creating a new non-profit is not an option. It is essential that suggestions accelerate and elevate existing efforts. Along with identifying changes, the fellow must assess the potential impact of suggestions and necessary support for implementation.

**Must the candidate have prior experience addressing food insecurity or other social services issues?**

No, the candidate does not need prior experience addressing food insecurity. It is our belief that someone not intimately involved with current efforts may have the best opportunity to look at the issue with a fresh perspective; however, a strong, personal desire to find viable systems-level changes to accelerate and elevate the end to food insecurity in Louisville is essential.

**Is the fellow required to live in Louisville, KY for the duration of the project?**

The fellow is required to spend significant time in the Louisville, KY metropolitan area for the full duration of the project. The fellow is expected to develop a firsthand understanding of characteristics, issues, and beliefs unique to the Louisville community. Furthermore, the fellow is to develop trusted and complex working relationships with local organizations focused on food insecurity.

**Will relocation costs be covered by Lift a Life Foundation and Community Foundation of Louisville?**

Relocation expenses will be reviewed on a case by case basis.

**What is the length of the Hunger Innovation Fellowship?**

The Hunger Innovation Fellowship is a 12 month project starting in early 2018 with the possibility for renewal.

**Is the fellow required to have reliable personal transportation?**

Yes. The fellow will need to travel around the city to learn about various efforts addressing food insecurity. These trips may include, but are not limited to, meeting with organization leaders, interviewing non-profit clients, and learning from food supply chain partners.

**What are additional considerations, if any, for a team application?**

Teams of no more than 3 people are allowed to apply. All team members must be listed on the application with one individual identified as the team contact person. All essay questions must be answered in such a way to reflect the capabilities of all team members while adhering to the character limits for each response. Preferred submitted references are to speak to the combined competencies of the team; however, a personal reference for each individual is acceptable. If a team is chosen, the stipend will be divided among all stated team members.

**What is the total compensation for the Hunger Innovation Fellow?**

The Hunger Innovation Fellow (individual or team) will receive compensation totaling \$100,000. The fellow will also have access to up to \$20,000 to cover project related expenses. These expenses must be directly related to the work of the Hunger Innovation Fellowship. Any unused expense dollars will be transferred into a fund to support future social innovation work.

**Must I pay taxes on the compensation?**

In compliance with established laws; federal, state, and local taxes must be paid. The fellow will be engaged as an independent contractor of the Community Foundation of Louisville and will be responsible for payment of all applicable taxes.

**What equipment or amenities are included with office research space at Community Foundation of Louisville?**

The Community Foundation of Louisville is located in downtown Louisville near the historic Galt House Hotel. You will be given an eleventh floor office space with desk, chair, and phone line. You will have access to the internet, copier, fax, office supplies, and receptionist. Four various size conference rooms are available for large to small meetings. The fellow must provide a laptop.

**What is meant by a supporting partnership with a Community Foundation of Louisville staff person?**

A Community Foundation of Louisville staff person will be a supporting partner. This supporting partner will help familiarize you with the Louisville community and introduce you to key stakeholders. In addition, this person will connect you with resources. The supporting partner is not responsible for undertaking or facilitating any of the research efforts.

**What is the role of the Advisory Committee?**

The Advisory Committee is a group of experts from the private, public, and government sectors who provide knowledge, ideas, or suggestions. This group is a sounding board for the Hunger Innovation Fellow. The Advisory Committee will convene on a regular basis.



**How will I know when you receive my references?**

We may contact your references via e-mail to complete an online survey. It is extremely important that you provided references who regularly check and respond to emails. Survey requests will be sent by mid-November to select candidates. You will only be contacted if there is a problem with the receipt of your references.

**What is the purpose for having a finalist present prepared responses during the interview process?**

A short list of interview questions will be related to specific needs identified by organizations in Louisville's food ecosystem. The questions will be designed to evaluate your basic knowledge of food insecurity and competencies in strategic vision, provocative inquiry, creative problem-solving, leadership, relationship building, agility, and resilience. It will also allow the interview team to assess your presentation skills. You have the opportunity to decide how best to communicate your ideas to the panel. A computer and projector are available for those who choose to use them.

**What is the deadline for entry?**

The deadline for entry is November 6, 2017 at 12:00 noon (Eastern Standard Time).

**When will I be notified regarding my application decision?**

All candidates will be notified by December 20, 2017.