



**FREQUENTLY ASKED QUESTIONS – KUEHN FELLOWSHIP**  
(Updated 1/17/2019)

**NOTE NEW QUESTIONS ADDED ON 1/17/2019 APPEAR FIRST. THE KEY DATES ARE UPDATED. THE REST OF THE DOCUMENT IS NOT CHANGED.**

**What should I submit as a nomination letter?**

The nomination letter should come from a professor or other professional associated with your degree program. It need not be lengthy but should describe why the nominator believes you would be a good fit for the Fellowship. The nominator may also be a reference or you may choose to add other references as contacts for us.

**What should I submit as a writing sample?**

We are looking for short written work product that demonstrates your ability to analyze and communicate in a written format. We are flexible on what is submitted, preferring that it be targeted for a professional rather than academic audience. Past applicants have submitted memos, class reports, excerpts from longer reports and papers, etc.

**Are only six Fellows chosen or are more chosen and then only some match at the Match Event?**

After the interview process, we choose the six 2019 Kuehn Fellows. The Match Event matches Fellows and Hosts; no one is eliminated after the Match Event.

**What are the interviews like? Who does them?**

KCF interviews in person, typically with 2-3 interviewers including the KCF Executive Director, the Trustees and advisors to the Fellowship who are Boston-based professionals in housing. If you are not in the Boston area and selected for an interview, we will pay for you to attend the interview and Match Event if chosen. If travel to Boston for the initial interview were for some reason an unusual hardship, we can arrange a video conference for the interview; however, in-person is highly preferred. You will need to be able to attend the Match Event in person. It is mandatory.

**How do Fellows use the stipend ?**

The stipend is for longer and more costly professional development opportunities typically over \$100 and under \$1500. Fellows have used stipends for a variety of courses—semester-long classes on

**2019 Fellowship Key Dates**

**January 7, 2019** – Fellowship application opens

**February 11, 2019** – Fellowship application due by 12pm EST

**Week of March 4, 2019** - Interviews

**Week of March 18, 2019** – Fellows notified of selection

**April 5, 2019** – Matching Event; **required**

**June 27 & 28, 2019** – Fellows' Orientation (date tentative)

**July 1, 2019** – First day at host



technical subjects like plan reading or construction management, training toward becoming LEED certified, day-long intensives on using tax credits to finance housing, meeting facilitation, etc.

### **Does the Fellowship include health insurance?**

The Fellows become employees of their host and receive the same benefits as any employee of that hosts. All hosts offer health insurance. Prior to the Match Event, the six selected 2019 Fellows will get a package with detail on each host including more on benefits.

### **I applied in 2017, can I apply again?**

Yes, you may apply as long as you meet the other criteria. The process will be the same as for a first-time applicant.

#### **1. What are the goals of the Kuehn Fellowship?**

The goals of the Kuehn Fellowship are twofold: to inspire and equip women and men at the start of their careers to follow Bob Kuehn's vision and vocation in affordable housing, and to add to the capacity of Massachusetts non-profit affordable housing organizations.

#### **2. Who are the Fellows? Who are the hosts?**

Kuehn Fellows are recent master's degree level graduates (graduating within last five years) from a variety of backgrounds (business, urban planning, policy, design, etc.) and a particular interest in affordable housing as a career path. Hosts are Boston-area organizations working in affordable housing. The 2019 host organizations are Dorchester Bay Economic Development Corporation, Homeowners Rehab, The Community Builders, POAH, Planning Office for Urban Affairs, and Urban Edge. Summary descriptions of the organizations and positions offered can be found on the KCF website.

#### **3. How does the Fellowship work? How are Fellows chosen?**

Fellowships are intended to be practice-based jobs in community development, not research internships. The cohort of Fellows each launching a career at the same point provides additional support, formally and informally. Fellows will be chosen following a selective process, beginning January, 2019 for the 2019 round. Check the website for full details on schedule. The vetting process for Fellows includes a written application including a written work product, an interview in late February/early March, 2019 and contact with references. Selected hosts and Fellows will meet each other at a half-day interview process (Matching Event) where attendance will be mandatory for chosen Fellows and hosts. Following the event, hosts and Fellows will be polled for their respective top choices and will be matched by KCF.



4. Are the Fellows employees of the hosts? How does the stipend work? How are Fellows otherwise compensated?

Fellows are employees of the host organization subject to the same workplace guidelines, codes of conduct, and benefits (health care, vacation) as any other employee.

The Foundation provides host organizations an annual stipend, pro-rated into monthly installments paid in advance, to be granted to the organization under a grant agreement. The starting stipend for 2019 Fellows will be \$68,000 with a second year salary of \$69,500. The host organization will employ the Fellow and pay the stipend to the Fellow over the year as regular wages. The Foundation will additionally provide a stipend of up to \$2000 for reimbursement for the costs of professional development and training activities to be chosen by each Fellow and his/her supervisor. Fellows are not eligible for a bonus from the host organization.

**Please note we are unable to assist with visas for these positions. At the time of application, Fellowship applicants must have permission to work in the United States during the two-year Fellowship period.**

5. What are the monthly gatherings? What training and support does KCF provide?

KCF will kick off the Fellowship with a two-day training boot camp ahead of the Fellows' first day of work at the host organization. After that, Fellows attend a gathering once a month, usually in the late afternoon or early evening. Subject areas for gatherings evolve from a list suggested by host organizations, mentors, KCF and the Fellows themselves with prioritization by the Fellows.

As noted, there will be a \$2000 professional development stipend additionally available to each 2017 Fellow. In conjunction with his or her supervisor, the Fellow may request reimbursement for local trainings, seminars, professional memberships and coursework. Fellows have chosen courses including day-long seminars on the Low Income Housing Tax Credit, semester-long courses on construction management, seminars on green building, LEED AP courses, etc.

6. What is the role of the mentors?

Mentors may take on a variety of roles for Fellows: advisor, connector, career path sounding board, subject-matter expert, etc. Typically they are locally-based, experienced practitioners in the community development field with a strong tie to the host organization and desire/ability to meet regularly with a young person starting out in the field. KCF kicks off the mentor/Fellow relationship with a group breakfast within the first few months of the program. After that, mentors and Fellows schedule meetings at their individual convenience for the first year of the program. Each host organization preliminarily identifies mentor(s) in its applications which will be available to prospective Fellows.



7. What oversight does KCF provide during the fellowship?

KCF's Executive Director stays in touch with both hosts and Fellows including seeing each Fellow monthly at the Fellows gathering. Hosts will be expected to update and provide a final workplan, based on input from their Fellow within 60 days after the Fellow starts. The Executive Director will check in with both hosts and Fellows within six months of the start date. Both hosts and Fellows are encouraged to contact KCF pro-actively if issues arise.

8. Are there any other aspects of the Fellowship?

The Foundation additionally provides the Fellows the unique opportunity to learn directly about philanthropy early in their careers through the Fellows' Gift. Collectively, the Fellows choose an area of interest, investigate nonprofits working on those issues, and after extensive due diligence, designate a recipient for the Fellows' Gift from the Foundation. The 2015 Fellows chose financial readiness and asset building as their area of interest. Family Independence Initiative was their grant recipient. The 2017 Fellows will have a similar opportunity in the second year of their Fellowship.