

2019 KUEHN FELLOWSHIP APPLICATION



Application Instructions

Please use this form to complete your Kuehn Fellowship application. Once you have completed the Application Form and are satisfied with your responses, please save the document as a PDF. To submit your application, please **email all required documents**, (listed out below in the “Application Process” section), ideally as one combined PDF, to kuehnfellow2019@gmail.com. A second email with the same attachment should be sent to jgilbert@kuehncharitable.org.

Please note the deadline for submission is midnight (12 pm) EST on Monday, February 11, 2019.

Qualifications for Fellows

- You should be scheduled to graduate, or have recently graduated (within the last five years), from a real estate, design, business, law, urban planning, government or similar professional/masters level degree program before the Fellowship starts in July, 2019.
- You should demonstrate an interest in affordable housing through prior work or academic experience.
- You should intend to pursue a career working in affordable housing in Massachusetts.
- You should commit to working full-time at a host organization for the two-year fellowship and to attending monthly Fellow gatherings.
- You should possess energy, past achievement, intelligence and a basic understanding of this field of interest.

Application Process.

In order to apply, please:

- Complete in full the Application Form.
- Be nominated by a professor or other professional involved in your university degree program. (This nomination letter should be submitted as part of this application.)
- Submit a resume showing prior education and work experience. (The resume should be submitted as part of this application.)
- Provide contact information for two references in addition to the nominator’s recommendation. (See Application Form.)
- Provide a brief (no more than five pages) writing sample showing your analytic skills. The writing sample should be submitted as part of this application. Please note written work products showing work-place type analytical skills (including memos, feasibility assessments or advocacy pieces suitable for a professional settings) are strongly preferred over more academic research papers.
- Respond to other questions from the Foundation which may arise.
- Be prepared to attend the Matching Event to be held on April 5, 2019 if you are selected as a Fellow.

KUEHN FELLOW APPLICATION FORM



1. Please provide your contact information:

Name: _____

Telephone: _____

Email Address: _____

Current Street Address: _____

City: _____

Zip or Postal Code: _____

2. Please indicate the name of the individual nominating you for the Fellowship:

Name: _____

3. Please list the names and contact information (email and phone) for two references:

Name: _____

Email: _____ Phone: _____

Name: _____

Email: _____ Phone: _____

4. Please provide a brief summary of the relevant experience, skills and knowledge you would bring to your host organization. Include any specific areas of expertise or prior work experience which you hope to apply to the Fellowship. (word limit: 250)

5. Please provide a brief summary of your analytical and problem-solving skills and related coursework. Please be sure to indicate coursework and/or professional experience related to areas specifically involved in the development of affordable housing (e.g. financial analysis, real estate finance, real estate development, design and construction, etc.) (word limit: 250)

6. Why do you want to be a Kuehn Fellow? Discuss how your interest is related to your experiences, values and any prior involvement. What are your future aspirations to work in affordable housing in Massachusetts? (word limit: 250)

7. What sort of impact do you hope the two-year Fellowship will have on you and what impact do you hope you will have on your host organization?
(word limit: 250)

8. Is there anything else we or the host organization should know about you that bears on your being a successful Fellow? (word limit: 250)

Your submitting this application will indicate your commitment to working full-time at a host organization as mutually agreed for the two-year Fellowship and to attending monthly Foundation gatherings.



While the Foundation will respect applicant privacy, the nature of the application and matching process require that if you are selected as a Fellow, we share information you provide us with prospective host organizations.

Thank you for your interest!

Signature: _____ Date: _____

(Electronic signatures are acceptable)

Print Name: _____

Please do not forget these required attachments:

- Your resume
- Nominating letter
- Your writing sample