

Center Lead Position

What: While Center Leads re-apply each term, at present there is no competition to their selection, no standardized feedback provided to them, and a \$.50/hr increase. The update described in this document would provide for a competitive selection process aimed at finding the best candidate for the position at each location, increase the hourly rate by \$2/hr, provide a one year term contract, and establish a foundation for critical feedback and review of performance.

Why: The Center Lead position is the foundation for each location's success. Center Leads take on a high level of responsibility, and the functioning of a node is pivotal on their performance. Similar to the formalization of the Fellow (formerly Young Professional) position, the standardization and strengthening of the Center Lead position will support the program as a whole and increase quality of the participant and partner experience, projects, and overall activities.

How: At the start of each term, an announcement would be sent to all participants in the program listing the nodes that have a Center Lead position open for competition. A paper application will be available on DEVELOPedia for interested candidates, who would have two weeks to fill it out and return it. The NPO would lead interviews of top candidates, including node advisors, Fellows, and Senior Fellows. The selection would be made within the term following the same process and timeline as the Fellow selections do in the summer term.

When: The NPO will work with each node to formalize when its Center Lead position will be competed. The first application window will begin in the 2015 summer term for the 2015 fall term. Similar to the Fellow application process that takes place during the summer term, the Center Lead application process will take place during the spring, summer and fall terms on an as needed basis. In theory, roughly 1/3 of nodes would be re-competed in any given application window, but if a Center Lead was leaving their one year term early, that position would be competed in the next application window.

Logistics:

- Eligibility:
 - At least one term with DEVELOP, more is preferred
 - Strong leadership and communication skills
 - Proficient knowledge and understanding of DEVELOP
 - Ability to spend 20-40 hrs/wk in the position
- There will be three Center Lead application periods per year, which will take place during the term (spring, summer, and fall); not all nodes will be re-competed simultaneously.
- The Center Lead selection will follow the Fellow application process and timeline, but within any of the three terms not just the summer term.
- The Center Lead contract term will be one year (similar to the Fellow contract, but not necessarily September-to-September).
- The Center Lead's hourly rate will be increased by \$2 from their previous participant pay rate which is based on applicant classification, education level, and locality adjustment (if applicable). This is not in addition to previous Fellow or Center Lead rate increases, meaning that the going forward the Center Lead position will be compensated on the same pay scale as Fellow positions.
- Performance reviews will provide key feedback opportunities and potentially include feedback from NPO, advisors, Senior Fellows, Fellows, and participants from the node.
- Each Center Lead will be assigned a Senior Fellow "buddy" for additional support.

- NPO has final discretion on all appointments/selections, including midterm gap filling when needed. "NPO will determine final selections. When needed, NPO may appoint a center lead to fill a need, which includes filling any potential gaps during a term."

FAQ:

- What if a Center Lead leaves during a term? *An Acting Center Lead will be appointed by the NPO and serve until the next application window/selection takes place.*
- If someone fills in as an Acting Center Lead how long is their term as Center Lead? *Until the next Center Lead application cycle takes place and someone is formally selected.*
- Will an Acting Center Lead be eligible for the \$2/hr pay increase during the time they serve in that position?
- How does this align with the Fellows at a location? *In multiple ways:*
 - *A Fellow can fill a Center Lead gap by splitting their time, which would fill their node responsibility requirement. They will still remain in the Fellow Class and it does not count against eligibility as a Center Lead.*
 - *A Fellow can apply to be a Center Lead at the end of their Fellow year if there are Center Lead positions available for competition.*
 - *A Center Lead can fill in a Fellow gap by splitting their time for a term or the remainder of the Fellow year; however they will not be considered an official part of the Fellow class and would be eligible to apply to the next Fellow class if they so desired.*
 - *A Center Lead can apply to be a Fellow during/after their Center Lead term. If selected for a Fellow position, they would leave the Center Lead role.*
 - *It is ideal that a Fellow be an Assistant Center Lead and not Center Lead. In the case that a Fellow should have to fill a gap and serve as a Center Lead, the Center Lead position would be competed in the next application window to allow them to return to Assistant Center Lead position.*
- What is the progression of opportunities through DEVELOP?
 - *Team Member > Project Lead > Center Lead > Fellow > Senior Fellow - this is not the only progression, but this allows for a person to increasingly build capacity and gradually expand their programmatic awareness and knowledge. It also allows a person to gradually expand the number of others benefiting their knowledge and abilities - from specific project tasks, to helping a project team, to helping a node, to helping the whole program part-time, then full-time.*
 - *There is a maximum of two terms served as the Center Lead (two years), one term for Fellow positions (one year), and three terms as a Senior Fellow (three years):*
 - *Center Lead – only eligible for two (one year) terms*
 - *Fellow – only eligible for one (one year) term*
 - *Senior Fellow – only eligible for three (one year) terms*
 - *The terms of service do not have to be concurrent.*
 - *Once maximum number of terms are served, the participant is no longer eligible to apply for that position, even if they start the progression over as a Team Member or Project Lead.*
- If a Center Lead leaves the position do they stay at the same pay scale?
 - *No. Each position at DEVELOP has a specific pay scale. A person's rate on that scale is based on their applicant classification, education level, and locality adjustment (if applicable).*
 - *Pay increases for Center Lead or Fellow are not aggregate.*

Other Items of Note:

- Beginning in the fall of 2015, DEVELOP will eliminate the four term post-graduation eligibility rule. Anyone 18 and over with a minimum 3.0 in their last degree will be eligible to apply no matter how many terms they participated in the program after graduation.
- A person can only be a Fellow once. This opportunity is meant to be provided to a new class every year.
- There will be a two year limit for Center Lead positions. They do not have to be concurrent years. Time spent as Acting Center Lead does not count against these term limits, only competitively selected one year terms count.
- An emphasis on performance review and critical feedback will drive competitive selections of returners.
- A foundational mentality will be to ensure DEVELOP provides opportunities to as many new people as possible to spark innovation, new ideas and minimize complacency.
- Acting Center Leads and Acting Fellows do not receive a pay rate increase, only those competitively selected.
- The Center Lead application window could be used to find a participant to fill a Fellow gap and serve as Acting Fellow for a term (or the rest of the Fellow year).