

MNODN Community Consulting Program – Consultant Application



About the Community Consulting Program (CCP)

The Minnesota Organization Development Network (MNODN) Community Consulting Program (CCP) is a volunteer program sponsored by the MNODN. CCP provides quality pro bono consulting services to established local nonprofits who provide a social benefit and who cannot otherwise afford these services. We can assist with strategic planning, goal setting, board development, communications, staff development, and other organizational issues. We do not offer consultation in the areas of fundraising, financial systems, or information systems. Our vision is to help Minnesota nonprofits be best in class in the nation.

The other part of the mission of the MNODN CCP is to provide a vehicle for members to give back to the community, as well as to provide a place for members to develop new skills, mentor consultants, and further hone skills they have. Our consulting teams are composed of volunteer MNODN members. Participants come from a variety of backgrounds and skill levels from seasoned OD practitioners to those exploring the field of OD.

Please refer to our brochure for additional details regarding how the CCP program operates. If you still have questions, please contact:

Name: Monica Dornbach Munson, Community Consulting Program Manager

E-Mail: ccp@mnodn.org

The CCP Application Process

Step 1: This application constitutes the first step of the CCP application process. We will review your application to determine if you meet our criteria. Please complete and e-mail this application – see instructions at the end of this form.

Note: All applicants with a current MNODN membership at the time application is received will be given priority consideration for interviews. Other applicants will be considered if further consultants are needed. See the website for current pricing on membership for students in a qualifying program and for professionals: <https://www.mnodn.org/plans> If you choose priority consideration, you can renew or join online before submitting your application. Your membership is verified with MNODN once your application is received.

Step 2: You will be contacted by a member of the CCP core team, to discuss your interest, as well as your background and abilities. We want to ensure that you understand the potential commitment you are making, your goals for participating and how your skills and interests could match a client's project needs.

Step 3: There is a one-time \$99 program participation fee, which is due at the time you first participate in training or a client engagement. Fees collected cover CCP operating costs, including the consultant prep for client launch that kicks-off each project.

Qualifying Criteria

Please read the following criteria carefully, and check the boxes of those that apply. If you match the criteria (all boxes checked), please continue the application by answering the questions that follow.

All Applicants

- ☐ You acknowledge that you are or will have current membership in MNODN to participate on an MNODN CCP consulting team. See the website for current pricing on membership for students in a qualifying program and for professionals: <https://www.mnodn.org/plans>. For more about priority consideration for members, see "The CCP Application Process," step 1 on the previous page.
 - ☐ You are interested in an intense professional learning and development experience and/or in sharing your expertise with more junior consultants.
 - ☐ You are willing to work with a team of other consultants and directly with a nonprofit client organization on a voluntary basis with the same quality of work as if you were being paid.
 - ☐ You are committed to giving an estimated **3-5 hours per week** of active participation for up to 3-4 months as required to complete the project
- **Consultants give and get the most when they can actively participate and attend all team and client meetings. You must be able to commit to attending at least 80% of all team and client meetings.**
- ☐ You will pay the one-time program fee of \$99 if selected as a CCP Consultant. Note that this fee is paid only once, but you can serve as a consultant in as many cycles as you would like as long as your MNODN membership remains current.

Student Applicants

In addition to the above qualifying criteria, students must also meet the following requirements:

1. ☐ You are either in your last or second-to-last term in your program.
2. ☐ You are willing to submit a current resume.
3. ☐ You are enrolled in an accredited college seeking a Masters degree in any of the following areas: organization development, change leadership/management, human resource development, human resource management.

-OR-

- ☐ You are seeking another relevant Masters degree and have an employment history working in any of the fields listed above.

Qualifying Criteria continued on next page

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4. ☐ You have completed at least one course in organization development theories and methods.

-OR-

- ☐ You will submit an example that demonstrates how you applied your understanding in the methods and theories of OD to either a school or work project.

Your Contact Information

Name: _____

Address, City, State, ZIP: _____

Phone Number(s): _____

E-mail: _____

Your Role

There are two distinct but interrelated consulting roles and responsibilities for consultants in the CCP:

Senior Consultant – An active member of the CCP who has demonstrated expertise and has experience delivering consulting support and/or conducting interventions that will be provided to a client. Has demonstrated project management experience. Manages project deliverable for one consulting project using good project management methodology and practices. This role also requires strong coaching and mentoring skills, lots of patience, and creative problem solving.

Consultant – Has foundational education and/or experience that makes her or him ready to perform as a member of a project engagement team. S/he has expressed interest in developing in the OD area identified for the work at the client organization.

Application Questions

Which of these Consulting Roles are you most interested in and why? (You may list more than one.)

If you are interested in acting as a Senior Consultant, in what OD domains do you consider yourself a subject matter expert?

I am interested in being a Project Leader, Senior Consultant, or Team Consultant:

- ☐ For the next consulting project
- ☐ Within the next year
- ☐ Whenever a volunteer consultant is needed
- ☐ Other – please specify: _____

Your Background/Experience

Please respond to the following items concerning your background and consulting experience.

Select all that apply:

- ☐ I have managed engagement teams on consulting engagements.
- ☐ I have worked as an independent consultant with responsibility for the client interaction as well as delivering all consulting support.
- ☐ I have participated in OD/Change/Training Design projects that included experienced consultants or a member of faculty.
- ☐ I have worked for a few clients by myself where I had responsibility for a part of the work but where another person had ultimate responsibility to the client.
- ☐ I have participated in simulations, role plays, case studies, college courses, workshops, etc. about organization work.
- ☐ I have experience working with nonprofits.
- ☐ I have never done any of this kind of work.

Please describe briefly your OD/training background and experience.

Please indicate the specific areas of education, experience, and skills that you have that will be of value in your preferred role as a Project Leader, Senior Consultant, or Consulting Team Member. (described above)

Your Schedule

Obviously, the greater your flexibility the easier it will be for you to work collaboratively with a CCP Team and client. Please indicate your flexibility:

- ☐ Complete flexibility – My commitments allow me to meet virtually anytime, day or evening.
- ☐ Moderate flexibility – I have 3-hour time blocks available for scheduling meetings during several days or evenings.
- ☐ Some flexibility – I have 3-hour time blocks available for meeting on at least one week-day and one evening a week.
- ☐ Not much flexibility – I have very little control over my schedule, but would like to see if I could make it work.

Comments:

Your Interests and Goals

Please tell us more about your professional interests and goals.

What skill(s) would you most like to develop *or enhance* through your volunteer participation in the Minnesota CCP? (What are you looking to get out of your investment in this effort?)

What kind of project would you prefer to be involved in and how/why would this kind of work be satisfying for you?

We may contact a *Professional Reference*. Please provide us with a name & contact information.

Contact Name 1:

Relationship:

Phone #:

Email:

Please use the SAVE AS feature to save this document
with your name in the title: **CCP Consultant App –
FirstName LastName.doc**

Then, e-mail this entire document as an attachment to:
ccp@mnodn.org

***** OFFICE USE ONLY – Core Team Comments *****
