



**NADO Research Foundation**  
**Training Program for Emerging Leaders of Economic Development Districts**  
***Application Announcement and Instructions***

With support from the U.S. Economic Development Administration, Austin Regional Office (Agreement Number ED16AUS3030019), the NADO Research Foundation and the Southwest Region Executive Directors Association (SWREDA) will conduct a training program for staff of Economic Development Districts (EDD). The goal of the program is to provide EDD staff members with the education and skills required to lead a high-performing EDD.

One aspect of the initiative is the Training Program for Emerging Leaders (TPEL) which will offer EDD emerging leaders a unique opportunity to learn about successful community and economic development approaches of other EDDs in the five-state region through on-site workshops and web-based training. Additionally, the TPEL is an opportunity to create a peer network across the Austin Regional Office service area that can add value to EDD activities long after the training program is finished.

We are inviting interested EDD staff to apply for the 2018-2019 round of the TPEL. **Applications are due April 13, 2018** and the training will be completed by July 2019. The following FAQs might be helpful as you consider applying to participate in this competitive program.

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**1. Who is eligible to apply?**

We are targeting early to mid-career planners and program coordinators who are interested in advancing their careers may aspire to serve as an executive director of an EDD. However, any employee of an EDD located in the Austin Regional Office service area (Arkansas, Louisiana, New Mexico, Oklahoma, and Texas) is eligible to apply as long as he or she is responsible for creating and/or implementing the Comprehensive Economic Development Strategy (CEDS) and related program activities.

**2. How many people will participate in the training program?**

We are planning for up to seven participants.

**3. How will participants be selected?**

Participants will be selected through a competitive application process. NADO Research Foundation will form an advisory committee of EDD executive directors to help make final decisions.

**4. Do we have to be a member of NADO to apply?**

No. Staff members of all EDDs located in the EDA Austin Regional Office service area are eligible to apply.

**5. How do I apply?**

Applicants must submit a resume and a completed application form to the selection committee. The application form is included in this packet.

**6. *Is there an application fee or other cost involved?***

There is no application fee. Your organization will be asked to cover some costs related to travel to the workshops. The NADO Research Foundation will cover airfare and bag fees, hotel rooms, rental car as needed, and group meals. We are asking each participants organization to cover costs associated with travel to and from your local airport (including parking) and meals not provided to the group.

**7. *When are applications due?***

**Applications are due by April 13, 2018.**

**8. *How will trainings be delivered?***

The training program will feature up to four in-person workshops and remote learning through up to four webinars. The in-person workshops will occur over the course of 2018-2019 at various sites of EDA investments around the EDA Austin Regional Office service area, and potentially to one site outside the region.

**9. *When will trainings be scheduled?***

NADO Research Foundation will coordinate scheduling with participants selected for the program and the EDDs hosting the in-person meetings.

**10. *What topics will be covered in the trainings?***

Trainings will focus on several aspects of economic development and leading an effective EDD. Topics may include: how to identify and leverage your EDD's competitive advantage in a regional ecosystem; how to create and implement a high-quality, high-impact CEDS that takes advantage of the flexibility offered in EDA's new CEDS guidelines; how to identify, design, and implement successful projects leveraging public-private partnerships (deal-making); and organizational development and leadership training. Trainings will be a combination of classroom-style learning and in-depth analysis of the EDA-funded projects serving as host sites for the trainings. Webinars will be planned throughout the year to follow-up on training material and potentially introduce other topics that can be addressed in a remote learning environment.

**11. *What is the total time commitment for participants?***

We are anticipating two to four days for each in-person training and webinars. Factoring in travel time, participants should expect to commit between 120 - 160 hours over the course of 2018-2019.

**12. *Will participants be recognized in any way for completing the training?***

Yes. Participants will receive Certificates of Completion, as well as a press release acknowledging completion of the course.

**13. *Will this training program be offered in other EDA regions?***

This training program is a pilot project limited to the EDA Austin Regional Office service area. However, if the program is successful, our hope is that it can be replicated in other EDA regions.

**14. *Who can I contact with questions?***

You may direct questions or comments to NADO Deputy Executive Director Laurie Thompson at [ltompson@nado.org](mailto:ltompson@nado.org) or 202.624.5948.



**NADO Research Foundation**  
**Training Program for Emerging Leaders of Economic Development Districts**  
***Application Form***

With support from the U.S. Economic Development Administration, Austin Regional Office (Agreement Number ED16AUS3030019), the NADO Research Foundation and the Southwest Region Executive Directors Association (SWREDA) will conduct a multi-year training program for staff of Economic Development Districts (EDD). The goal of the program is to provide EDD staff members with the education and skills required to lead a high-performing EDD.

One aspect of the initiative is the Training Program for Emerging Leaders (TPEL) which will offer EDD emerging leaders a unique opportunity to learn about successful community and economic development approaches of other EDDs in the five-state region through on-site workshops and web-based training. Additionally, the TPEL is an opportunity to create a peer network across the Austin Regional Office service area that can add value to EDD activities long after the training program is finished.

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Applicants must submit a resume and a letter to the selection committee. The letter must respond to the following questions; ***please limit your responses to no more than 3 pages***:

1. Why are you applying to the program? Please explain, briefly, what you hope to get out of the program. How will it benefit your current position? Career goals?
2. How will your EDD benefit from your participation in this program?
3. What is your experience creating and implementing a CEDS? Please explain what your role has been in your current (or previous) EDDs CEDS process.
4. How would you describe a high-performing EDD? What makes an EDD a success? How would you describe a poor-performing EDD?
5. How do you define economic development?
6. Does your organizations Executive Director support your interest in the TPEL?
7. Is your organization committed to covering some of the travel costs associated with the program as outlined in the attached instructions?
8. Please attach a letter of commitment from your organization's Executive Director.

Please email your complete application package to NADO Deputy Executive Director Laurie Thompson at [ltompson@nado.org](mailto:ltompson@nado.org). Feel free to email or call Laurie at 202.624.5948 if you have any questions.