



CONTRACT MANAGEMENT LEADERSHIP DEVELOPMENT PROGRAM

PROGRAM AND APPLICATION INFORMATION 2022–2023 CLASS

The highly competitive Contract Management Leadership Development Program (CMLDP) is designed to help develop our next generation of leaders through an intensive educational experience focused on live leadership training, mentoring and collaboration. Participants will receive, without charge, approximately 160 hours of top-quality education during this 10-month program in leadership, volunteerism, and governance. A primary goal of the program is to prepare graduates for leadership positions, armed with the tools they will need to succeed.

The ideal candidate is a recognized standout desiring a leadership role in Contract Management, pricing, program management, finance and accounting, procurement, logistics, legal, business development, and other related professions. Top candidates also meet the following criteria:

- Career level: [NCMA Journeyman](#) (typically with 4-8 years of experience)
- Have not yet held a supervisory or management position (or have less than 1-year experience as a supervisor and/or manager).
- Candidate's must hold a bachelor's degree, or higher, from an accredited institution.
- Strong desire to become a leader and be recommended by their employer as a top performer with a high potential for advancement who will thrive and benefit from this program.

Some points to consider during the preparation of the application:

- All responses should be clearly written and succinct. Long responses that repeat the question or are repetitive are not viewed as strong responses when compared to those that express the applicant's thoughts in a professional manner.
- CMLDP graduates can be a helpful resource to provide information about their experiences in the program. To find a CMLDP graduate, reach out to your chapter (if applicable) or contact NCMA HQ at cmldp@ncmahq.org. You can also find a list of alumni on the [NCMA website](#).
- Participants are expected to exercise a high level of professionalism during the program year and after graduation. Responses should demonstrate the candidate's ability and eagerness to meet this standard.
- Candidates must demonstrate in the application how they, NCMA, their employer and the Contract Management profession will benefit by their experience.
- NCMA membership is not required to apply. If accepted, candidates must be active members of NCMA or become a member one month prior to the class start date. They must remain members throughout the program; and they must commit to maintain membership for at least two consecutive years following successful completion of the program. There is an expectation that successful graduates of the program will assume leadership positions at the chapter level and may eventually contribute to national leadership.
- NCMA chapter membership is not required. However, many chapters have well-established processes in place for supporting CMLDP participants. If applicable, NCMA recommends that candidates communicate with their chapter to fully understand the chapter's potential level of support and/or potential volunteer opportunities.
- The applicant is responsible for obtaining the required recommendation letter and for ensuring all information is included in the letter as detailed in the "Application Requirements" section. Applicants are responsible for ensuring their fully completed application is submitted online no later than 11:59 PM (Eastern) on May 9, 2022.
- Above all, candidates must commit to honor and uphold the [Contract Management Code of Ethics](#) while in the program as well as throughout their careers.

Applicants must submit their application no later than 11:59 p.m. (Eastern), **May 9, 2022**. Applications submitted after the midnight May 9th deadline WILL NOT be considered. Only a **complete** application will be accepted for consideration. In the event a late or incomplete application is submitted, the applicant will be disqualified and shall not be considered as a candidate for the 2022-2023 CMLDP class.

All applications will be screened for completeness and to ensure candidates have met the requirements described above. The top candidates will be invited to participate in a short online interview (via Zoom) with a team of senior leaders beginning in mid-June. Those selected to the CMLDP class of 2022-2023 will be notified via email in mid-July.

If you have any questions, please email cmldp@ncmahq.org.

APPLICATION REQUIREMENTS

The following checklist is designed to assist you in providing all the required information for the program. You must provide all documents to be considered for the program. There is a place on the online application to upload your letters/documents.

1. Include a letter of recommendation from your employer that clearly addresses, but is not limited to, the following information:
 - Will the employer provide financial support for related expenses (e.g., airfare, lodging, time away from the job to attend three in-person training events at various locations)?
 - What makes your employee an ideal candidate for this highly competitive program?
 - Provide 2-3 examples of changes you desire to see in your employee upon completion of the program.
2. Volunteerism – CMLDP participants are expected to give back to the NCMA community through volunteer opportunities during the program and for at least two years post-graduation. Describe how you would like to contribute; this can be either through your local chapter or at the National level. Examples of potential volunteer opportunities: Chapter leadership, supporting NCMA events and education, supporting future CMLDP cohorts, etc.
3. Include a current résumé or CV that extends back at least six (6) years and includes work experience, educational degrees, professional certifications, leadership training, NCMA and other volunteer positions held, and career awards and recognition. Specify dates.
4. Answer all application questions. Writing skills count—be articulate and grammatically correct.

Important Dates:

- May 9, 2022, application submission deadline
- May 30-31, 2022, applicants are notified of interview room
- June 1-24, 2022, candidate interviews are conducted
- July 8, 2022, candidates are notified of acceptance

[Start On-line Application](#)