

Yale University

President's Public Service Fellowship

Proposal for Fellowship Placement Summer 2023

Organization information

<i>Name of organization</i>	Leadership Education & Athletics in Partnership (LEAP)
<i>Full street address</i>	31 Jefferson Street New Haven, CT 06511
<i>Website or link to social media page</i>	https://www.leapforkids.org

PPSF Fellow's direct supervisor

The supervisor must be available to supervise Fellow on a daily basis.

<i>Name</i>	Rachel Kline-Brown
<i>Title</i>	Director of Development and Communications
<i>Cell phone number</i>	347-374-1090
<i>E-mail address</i>	rklinebrown@leapforkids.org

Placement dates (8-11 weeks between Tuesday, May 30, 2023 through Friday, August 11, 2023)

May 30, 2023-August 11, 2023

Are placement dates flexible? Are there any dates on which your Fellow must work?

Yes, placement dates are flexible. However, the longer the Fellow can work the better so tasks are completed as desired. We are able to accommodate a Fellow working in a different time zone.

Proposed work schedule (*work week should equal and not exceed 37.5 hours per week*)

Mondays through Thursdays –10:00am to 6:00pm

Fridays –10:00am to 3:30pm

Organization description (*mission statement, population served. 1,000 characters or less*)

LEAP's mission is to develop the strengths and talents of young leaders who create and implement year-round, community- and school-based programming designed to achieve positive academic and social outcomes for children living in high poverty urban neighborhoods. LEAP develops multiple tiers of academic and social enrichment for young people between the ages of 7 and 24, preparing them to be community leaders with power and purpose. LEAP provides year-round literacy and enrichment programs to children ages 7-12 from New Haven's lowest income communities. As a youth leadership organization, LEAP trains local high school and college students who work as counselors for the Children's Program; they are young people who are interested in serving youth from low-income populations. LEAP supports counselors as they teach our comprehensive literacy curriculum, create spaces for socio-emotional exploration, and assist in enrichment activities taught by local practitioners in swimming & visual art.

Write a 1-2 sentence summary of the work that the Fellow would be conducting (500 characters or less).

LEAP submits over 50 grants per year to a wide variety of foundations and funding sources. The Fellow will assist our grant writer in all aspects of LEAP's grant writing process, including doing grants research, gathering data for grants, writing grants and reports, and tracking grants.

Write a more complete description of the specific project you propose and list the duties/outcomes expected of the Fellow.

Are you looking for a summer opportunity where you can learn a skill that will be applicable in almost any other non-profit or academic organization? Do you enjoy doing research and writing for a vital purpose? Do you love learning about people's experiences and describing them on paper so they come alive? If so, then join LEAP as the Development and Grant Writing Fellow!

As the Development and Grant Writing Fellow, you will gain valuable, hands-on experience in all of the areas above during our busy summer months.

Specifically, the Fellow will:

- Research new foundation, corporate, and government grant opportunities for LEAP;
- Assist with writing grants and grant reports to foundations, corporations and government agencies;
- Communicate with program managers at private, corporate, and family foundations about grant and partnership opportunities;
- Help compose and track a wide variety of correspondence to individuals, corporations and foundations;
- Help gather information about LEAP's programming and the experiences of children and teens that can be used in grants;
- Help to create and prepare public relations materials such as newsletters, press releases and briefing materials for special projects; and
- Assist other development staff as needed to organize special events and assist in day-to-day administrative tasks.

List specific skills/experience required for the project

- Ability to write clearly and efficiently
- Ability to research a wide variety of topics relevant to specific grant proposals and prospects for potential corporate and foundation grants
- Ability to function and thrive in a highly collaborative environment
- Ability to manage time effectively and independently
- Demonstrates tact and discretion in preparing, disclosing and handling information
- Establishes work priorities and remain flexible
- Efficiently responds in an emotionally mature and effective manner to a variety of demands and project

Additional requirements (e.g. a car or weekend working hours). If a car is required, include information regarding parking arrangements and mileage reimbursement.

A car is not required for the role. We have plenty of street parking at our main office on Jefferson Street and if needed to be at the Q-house for any reason there is a big parking lot. In reference to Mileage Reimbursement we do not offer this at this time but could be discussed further with the fellow upon request.

Briefly describe any work that Yale PPSF Fellows have done with your organization in the past and present. If you have not worked with Yale

Fellows, describe any work that Yale students have done with your organization.

LEAP had Serena Ly as a Yale PPSF during the Summer of 2017. Serena helped coordinate and evaluate our Outdoor Corps Program, which is a natural science education program run in partnership with the Yale Peabody Museum of Natural History. During the Summer of 2019, Francine Rios-Fetchko was a Yale PPSF working in the Development Department as a Grant Writing Fellow, completing several grants, gathering and analyzing extensive data from programming, and creating LEAP's annual report. During the Summer of 2020, LEAP had two PPSFs. José Garcia, who was a Grant Writing Fellow, and Nick Tibbetts, who worked on Resources and Partnerships, planning out the enrichment activities for the students and coordinating LEAP's extensive partnerships. Additionally, LEAP has had a Dwight Hall Urban Fellow, Sidney Saint-Hilaire, and several students as counselors or office volunteers who learned about LEAP from the FOCUS pre-orientation program. LEAP has a longstanding history and connection with Yale students; as evidence, our founding executive director, Henry Fernandez, is a Yale Law School graduate and there are currently two other Yale College graduates on LEAP's full-time staff.