

Yale University

President's Public Service Fellowship

Proposal for Fellowship Placement Summer 2023

Organization information

<i>Name of organization</i>	Saint Martin de Porres Academy
<i>Full street address</i>	208 Columbus Avenue, New Haven, CT 06519
<i>Website or link to social media page</i>	https://www.saintmartinacademy.org https://www.facebook.com/saintmartinacademy

PPSF Fellow's direct supervisor

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

<i>Name</i>	Wendy Natter
<i>Title</i>	Director of Development
<i>Cell phone number</i>	(203) 464-2241
<i>E-mail address</i>	wnatter@saintmartinacademy.org

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

Tuesday, May 30, 2023 - Friday, August 11, 2023

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

Monday, June 26, 2023 - Must work (Golf-Fore-Kids event)

Remote or off July, 17-28, 2023 (school is closed for summer break)

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

M-F, 8:30-4:30, 1/2 for lunch break = 37.5 hours per week

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

Founded in 2005, Saint Martin de Porres Academy is a private, faith-based, tuition-free 5th-8th grade middle school for children who live in poverty in greater New Haven. Through our Graduate Support Program, we support our students for 12-years, from middle school, through high school and college. Our goal is to end the generational cycle of poverty through education and opportunity. Most of our students attend college prep high schools and then college. We celebrate a 99% high school graduation rate, 92% of our graduates attend college prep high schools and 80% go on to college. We currently support 290 students in middle school, high school and college. 14 classes have graduated middle school; 10 classes have graduated high school; this Spring, we'll celebrate as our 7th class graduates from college; 6 graduates are serving in the armed forces, multiple students have earned specialized certifications and 12 students are enrolled in or have received a Master's level degree.

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

All tasks related to Development and Marketing and Communications: event support, data entry, administrative tasks, grant research, donor analysis, writing stories, social media posting, taking photos, helping with mailings, and more.

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

Donor Organization and Analysis: We are starting a major project to digitize all of our donors files, build donor histories and then do some donor analysis to build a historical framework and to determine a plan for future donor outreach. This consists of scanning documents, filing in Dropbox, checking against the Raiser's Edge CRM database, filling in missing information and notes, adding attributes and other tracking/segmenting information, compiling lists of lost donors in excel or other methods, noting past volunteers and special gifts, and noting historic events and important milestones in preparation for our upcoming 20th anniversary, then with the help of a consultant who is working with our department, analyzing the data and helping to develop a plan for reconnecting with lost donors.

Event Support: Our annual Golf-Fore-Kids Tournament will happen on Monday, June 26, 2023. Event support will include all aspects of event preparation and day of support including, creating and preparing ads for the program book, following up with program and event sponsors, help to coordinate event logistics

and services, phone calls and pickups, program assembly, help at the event, interact with players, sponsors and volunteers,

Social Media: Create bank of mission-based, readymade posts that can interspersed between current events throughout the year. Write stories/brief posts, take photographs, create videos, create social media posts, schedule posts for Facebook, Twitter, Pinterest, Instagram and website (WordPress)based on school activities, needs, seasonal fundraising, virtues of the month, historical events, quotes, research, etc. Brainstorm new ideas.

List specific skills/experience required for the project

Excellent organizational, writing, and grammar skills.

Proficiency with Microsoft Office, Google products, Adobe Creative Suite, Facebook, Twitter, Instagram, Pinterest or willingness to learn.

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

We have one long day. That is Monday, June 26, 2023, our annual Golf-Fore-Kids even. That day we meet at the country club at 7:00 AM and work until about 5:30-6:00 PM.

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.

We have not had an intern through the PPSF program who has worked in our Development Department, but we have had Yale students and graduates who have worked in or assisted the Development Department. One helped with drafting language for use in grants; the other person helped with data entry, donor correspondence, and social media writing and posting. We also have Yale tutors who work with our students and graduates in high school and college through the Divinity school and Flyte Tutors organization.