

Yale University

President's Public Service Fellowship

Proposal for Fellowship Placement Summer 2025

Organization information

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| <i>Name of organization</i> | Leadership, Education, and Athletics in Partnership |
| <i>Provide the primary physical address where the Fellow will be working during their placement</i> | 31 Jefferson Street, New Haven, CT 06511 |
| <i>Organization's mailing address (if different)</i> | 31 Jefferson Street, New Haven, CT 06511 |
| <i>Website or link to social media page</i> | www.leapforkids.org |

PPSF Fellow's Direct Supervisor

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|--------------------------|--|
| <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 |

What is the best way for prospective student applicants to contact you with questions about your proposal?

- Send an e-mail to set up a 15-meeting phone call to discuss

Placement dates (8-11 weeks between Tuesday, May 27, 2025 through Friday, August 8, 2025)

Tuesday, May 27, 2025 through Friday, August 8, 2025

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

Yes, they are flexible.

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

9:30 - 5:30 daily with a shorter day on Fridays (another day is possible).

If a hybrid schedule is offered at your site, please describe:

There is a hybrid schedule with two days/week (Tues/Thurs) generally required on site and other days at the office or at home unless there are special events happenings.

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

LEAP works deeply in six high-poverty neighborhoods, managing two large historic community centers and seven school-based sites. Since 1992, LEAP has created profound learning experiences outside of school for over 30,000 children and transformative employment opportunities for over 5,000 youth counselors, including many who now form the city's fabric and run LEAP.

LEAP believes in the power of young people to serve as leaders and change-makers. With an annual budget of \$7.3 million, LEAP is New Haven's largest youth employer. LEAP provides local high school and college students with training to build leadership skills and serve as caring mentors for children from their community. As counselors, these young people lead small groups of children (ages 7-12) through a culturally-affirming literacy curriculum and world-expanding enrichment activities including swim lessons, camping, African drumming, and more.

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

Are you a great writer who want to put it to use for the good of others? Are you looking for a summer internship where you can learn how to write grants, a skill that is in demand for any organization? Are you able to create a compelling story, pulling together quantitative and qualitative data? Are you a strong researcher, able to dig deep to find opportunities for LEAP kids? Do you have great ideas we haven't even thought of? If so, then this is the perfect internship for you!

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

You will gain valuable, hands-on experience in all of the areas above during our busy summer months as part of LEAP's Development Department, helping to raise our \$7.3 million budget. All of LEAP's programs are free for the over 1200 children and teens that participate every year so the Development Office is a vital part of the organization. We fundraise 100% of the money for the services we provide. Our committed team solicits funds from a variety of sources – foundation and corporate grants, government, and individual donors.

You will help us find new foundation and corporate grant opportunities by using myriad resources to research new places to apply for funding. You will learn how to write a successful grant proposal, eventually writing your own grants for LEAP.

You will gather vital data by talking to LEAP's counselors and children to get their LEAP stories and collecting quantitative data from programming staff.

You will then learn to pull this information together to tell a compelling story about why LEAP matters and should receive a grant.

You will help tell LEAP's story in our annual report and in press releases and other communication throughout the summer.

This is a highly visible job. You will have a lot of opportunities to find the right angle to tell LEAP's story and learn many new skills in the process.

List any specific skills/experience required for the project

Job-related knowledge and abilities

- Ability to write well
- Ability to do research effectively
- Ability to think analytically to pull together information from different sources
- Ability to interface with diverse constituencies, including funders, local community members, and people at all levels of our organization
- Ability to function and thrive in a highly collaborative environment
- Ability to manage time effectively and independently
- Demonstrate tact and discretion in preparing, disclosing and handling information
- Ability to establish work priorities and remain flexible
- Able to respond in an emotionally mature and effective manner to a variety of demands and projects

- Ability to manage multiple complex projects simultaneously
- Ability to communicate clearly and distinctly with visitors, callers and via email
- Willingness to take on additional projects and assignments, as needed
- Experience with social media channels and computer software applications including Microsoft Word and Excel. Proficiency in Canva or other design programs a plus.

Additional requirements (e.g. a car, weekend working hours, a background check). If a car is required, include information regarding parking arrangements and mileage reimbursement. If a background check is required, share how far in advance this must start before arriving to work at your site. Please note that your organization is responsible for any costs associated with the background check process.

Background check - the week before.

Briefly describe any work that Yale PPSF Fellows and/or Yale students have done with your organization.

LEAP has had multiple PPSF Fellows and other Yale students have held multiple roles over many years at LEAP including internships in grants, communications, curriculum and training, and finance as well as working as counselors during the summer and during the school year, volunteering to teach a class to children, and other short-term volunteer experiences.