Proposal for In-Person Fellowship Placement • Summer 2022

If conditions allow, PPSF will offer in-person fellowships in the summer of 2022. In the event that in-person summer placements are not approved by Yale University, prospective sites will be notified and asked to modify proposals to reflect remote work.

- Organization: Havenly Inc.
- Organization’s street address: 25 Temple St, New Haven, CT, 06510
- Website: https://havenlynhv.org/
- Name and title of person who will be the Fellow’s direct supervisor (the supervisor must be available to supervise Fellow on a daily basis): Laura Koech, Operations Director.
- Phone number and e-mail address of proposed direct supervisor (please note: during the application process, we encourage prospective Fellows to contact organizations directly with any questions about organization placements or projects): laura@havenlynhv.org ; +1 (475) 209-2943
- Placement dates (8-11 weeks between Tuesday, May 31 and Friday, August 12, 2022): June 20- August 12, 2022
- Are placement dates flexible? If so, please describe: Placement dates flexible for the time period offered.
- Proposed work schedule (placements should be equivalent to full-time and not more than 37.5 hours/week): M-F 9.00am-4.30pm (flexible option of 10.00am-5.30pm also available)

Placement Description

- Organization description (mission statement, population served. 150 words or less.): Havenly is a non-profit food business on a mission to build the community power of refugee and immigrant women through job training, education, and organizing. Our food business doubles as an advocacy and workforce development program. Our flagship program, the Havenly Fellowship, provides Arabic and Spanish speaking refugee women with a 6-month paid training program covering job readiness, English, advocacy training, and more. Founded in 2018, we have grown from supporting one fellow to supporting 21 families since we started and launched a storefront and training center.
- Write a 1-2 sentence summary of the proposed work for a summer 2022 Fellow:

As a non-profit, fund development and fundraising is absolutely crucial to our success. We have a base of 1000+ donors and a track record of support from grants and foundations. We are seeking an experienced, dedicated and creative intern to support our Executive Director with donor engagement, fundraising, and grant applications.
• Write a more complete description of the specific project you propose and list the duties/outcomes expected of the Fellow. (*Suggested length: one to two pages.*)

You will carry out the following:
1. Create and maintain infrastructure for donor engagement and cultivation (thank you cards, donor events, etc.);
2. Identify and pursue opportunities to expand our donor base;
3. Research, write and apply to national and local grants;
4. Create materials explaining our impact and strategy.

• List specific skills/experience required for the project:
**Preference for candidates with:**
1. Studying business, English, political science, Ethnicity and Race studies, economics, or similar programs;
2. Experience in fundraising, grant writing sales or customer service;
3. Proficiency in Adobe, Canva, donor CRM software;
4. Excellent communication and writing skills.

• Additional requirements (e.g. a car or weekend working hours). If a car is required, include information regarding parking arrangements and mileage reimbursement): No additional requirements

• Briefly describe the 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.

Havenly was started by two Yale graduates and a refugee chef. We have always been a collaboration between Yale students and local members. In the beginning, Yale students supported our ED (Yale alumna, Caterina Passoni) with social media, marketing, sales, and curriculum development. Since then, we have worked with Yale students in two capacities:
1. Interns during the school year organized in 5 teams with oversight every two weeks. These interns help grow the organization and our impact every week.
2. Summer interns. We have worked with 7 YPPSF interns total, in capacities as operations intern, fund development intern, fellowship manager, and marketing intern. These interns were supervised directly by the Havenly Team.