

Yale University President's Public Service Fellowship

Proposal for Fellowship Placement • Summer 2017

- Organization:
Downtown Evening Soup Kitchen (D.E.S.K.)
- Full street address of organization:
311 Temple Street, New Haven, CT 06511
- Website: <http://downtowneveningsoupkitchen.com/> Our nonprofit profile can be viewed at: <http://givegreater.guidestar.org/NonprofitProfile.aspx?OrgId=1064423>
- Name and title of the Direct Supervisor
Linda Carbone, Executive Director
- Phone number and e-mail address of Direct Supervisor:
203.809.8770; lindacarbonedesk@gmail.com
- Placement dates (*8-11 weeks between Tuesday, May 30 and Friday, August 11, 2017*):
May 30 to August 11 2017.
- Are placement dates flexible? If so, please describe:
Start and end date is negotiable, and also we are flexible about time off.
- Hours of the program (*placements should be equivalent to full-time*):
Flexible and negotiable. Standard M-F 9am to 5pm (break included). Can be modified to accommodate Fellow's gaining experience in preparation and administration of some evening meals on specified days during the Fellowship period (4:30 pm to 7:00 pm).

Placement Description

- Organization description (*Mission statement, population served. 150 words or less.*):
The mission of the Downtown Evening Soup Kitchen (DESK) is to provide free, nutritious meals for homeless individuals and families, and the working and non-

working poor of the greater New Haven area. To this end, DESK provides daily hot evening meals, bag lunches, weekly food pantry bags, and an emergency food bank for people in crisis. DESK also has a Pet Food Pantry and a biweekly Food Supplement program for seniors. All of DESK's services are free.

For over 25 years DESK has consistently provided free food & volunteer programs to citizens of the New Haven Community. DESK's great community value is in its consistency of direct service. Our plans are to continue DESK's entire direct service program for years to come. The needy in New Haven have increased & we are serving increasing numbers of meals, bag lunches, food bags & emergency food.

- 1-2 sentence summary of the work that the Fellow would be conducting: **After a basic training in DESK operations, the Fellow will play a leading role in analyzing and strengthening our multi-platform communication/promotion strategy. The Fellow's work will improve our public profile, donor outreach and fundraising strength by communicating what we do and how the public can advance our mission.**
- Please write a complete description of the specific project you propose and list the duties/outcomes expected of the Fellow. (*Suggested length: one to two pages.*)

We are excited to welcome a President's Public Service Fellow to DESK. The Fellow will be directly supervised by the Executive Director and the Chair of the DESK Board of Directors. The primary goal of our Fellow will be to strengthen our multi-platform communication/promotion strategy. The Fellow's work will improve our public profile, donor outreach and fundraising strength by communicating what we do and how the public can help.

The Fellow can expect to benefit by gaining valuable training and experience in nonprofit management activities such as: Management of donor database and volunteer database; managing social media sites; fundraiser planning; coordinating with vendors. Prior Grantwriting or finance experience is a plus (we will provide basic training).

Understanding why we serve and who we serve is an important outcome for our Public Service Fellow. To that end, the Fellow will be expected whenever possible to engage in direct service action through evening meal service and weekly Food Pantry operations. Attendance at monthly New Haven Food Policy Council and monthly Board of Directors meetings will give the Fellow a seat at the table in the deliberations

about how best to deliver community support, and how public policy institutions and non-governmental organizations interact.

The demand nutritious hot nightly meals skyrockets during the Summer months, yet this is the time when our area college student volunteers go away. The Fellow will engage primarily in assisting the Executive Director and Board Chairman in nonprofit management. These duties include: Fellow will be expected to attend monthly New Haven Food Policy Council (3rd Weds. 8am) and DESK Board of Directors meetings (2nd Mondays, 6pm). Secondly the Fellow will receive opportunities to experience direct service interactions with our guests at evening meal servings.

- Specific skills/experience required for the project (*Please list*):
 - ***Must have passion and discipline for serving others.**
 - * **Basic computing skills needed: Excel, word – strongly recommended.**
 - ***Fellow must have experience (or interest in gaining experience) in nonprofit management, grantwriting, coordinating volunteers and/or organizing fundraising programs and activities with community organizations**
 - ***Prior volunteer experience in soup kitchen (or work experience in restaurant kitchen) is a plus.**
 - ***Language proficiency in Spanish is a plus.**
 - ***Prior experience volunteering in a soup kitchen is a plus**
- Additional requirements (e.g. a car or weekend working hours).
 - Occasional weekend service may be needed for food serving or fundraiser.**
 - Car is not necessary but helpful, parking is free for staff at 311 Temple.**
- Briefly describe the work that Yale PPSF Fellows have done with your agency in the past and present. If you have not worked with Yale Fellows, please describe any work that Yale students have done with your agency.
 - We have never had a PPSF Fellow at the Downtown Evening Soup Kitchen. However our experience with Yale undergraduates has been marvelous. We work closely with Yale Hunger Heroes and YHAP who do food rescue work and who operate one DESK serving per week on their own. A Fellow can help us while the undergraduates are on summer break. We have a long tradition of fundraising with the Yale Belly Dance Society and other Yale organizations, and maintaining communications with these groups in summer is important to us. Finally, we maintain two positions on our Board of Directors for Yale students, and we look forward to having a Yale PPSF Fellow also attending our Board Meetings with our Executive Director during the summer months (6pm every second Monday of the month, except in July).**