Yale University President’s Public Service Fellowship
Proposal for Fellowship Placement • Summer 2020

- Organization:
  Leadership, Education and Athletics in Partnership, Inc. (LEAP)

- Full street address of organization (Fellows must be provided with a desk and computer at placement site and cannot work remotely):
  31 Jefferson Street, New Haven, CT 06511

- Website: www.leapforkids.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):
  Rachel Kline Brown, Director of Development

- Phone number and e-mail address of proposed direct supervisor:
  Phone – (203) 773-0770; Email – rklinebrown@leapforkids.org

- Placement dates (8-11 weeks between Tuesday, May 26 and Friday, August 7, 2020):
  Tuesday, May 26 through Friday, August 7, 2020

- Are placement dates flexible? If so, please describe:
  Yes, placement dates are flexible. However, the longer the Fellow can work the better so that tasks are completed as desired.

Additionally, Fellows will adhere to the same schedule as full-time LEAP employees.
The only day LEAP is closed during this period is Independence Day (July 4, 2020).
• Proposed work schedule (placements should be equivalent to full-time and not more than 37.5 hours/week):
  Mondays through Thursdays – 9:00am to 5:00pm

  Fridays – 9:00am to 2:30pm

Placement Description

• Organization description (mission statement, population served. 150 words 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.

• Write a 1-2 sentence summary of the work that the Fellow would be conducting (50 words or less. This will be used as your organization’s project description summary on the PPSF website, so be succinct):
  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, writing grants and tracking grants.

• 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.)
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 projects

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.

- 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.

LEAP had Serena Ly as a Yale PPSF Fellow 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, LEAP hosted Francine Rios-Fetchko who worked as a Grant Writing Fellow in the LEAP Development Department where she interviewed LEAP participants, researched and applied for grants and supported LEAP’s fundraising efforts. Additionally, LEAP currently has two Dwight Hall Urban Fellows, Rina Lakhlani and Nathan Kim, and several Yale students as counselors in our after-school 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 three other Yale College graduates on LEAP’s full-time staff across our programming and development departments.