

# Yale University

## President's Public Service Fellowship

### Proposal for Fellowship Placement Summer 2024

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#### Organization information

<i>Name of organization</i>	LEAP
<i>Full street address</i>	31 Jefferson Street New Haven, CT 06511
<i>Website or link to social media page</i>	<a href="https://www.leapforkids.org">https://www.leapforkids.org</a>

#### PPSF Fellow's direct supervisor

<i>Name</i>	Rachel Kline
<i>Title</i>	Director of Development and Communications
<i>Cell phone number</i>	203-773-0770
<i>E-mail address</i>	<a href="mailto:rklinebrown@leapforkids.org">rklinebrown@leapforkids.org</a>

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

- Send an e-mail with questions

or

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

**Placement dates (8-11 weeks between Tuesday, May 28, 2024 through Friday, August 9, 2024)**

Tuesday, May 28, 2024 through Friday, August 9, 2024

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

Yes, placement dates are flexible. However, the longer the Fellow can work the better so tasks are completed as desired. We are able to accommodate a Fellow working in a different time zone.

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

The schedule will be either:

Mondays through Thursdays – 10:00am to 6:00pm

Fridays – 10:00am to 3:30pm

or

M-F 8a-4p

Will be discussed further if placed

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

We have hybrid schedule that is flexible that can be discussed further.

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

LEAP provides year-round literacy and enrichment programs to children ages 7-12 from New Haven's lowest income communities. As a youth leadership organization, LEAP trains local high school and college students who work as counselors for the Children's Program; they are young people who are interested in serving youth from low-income populations. LEAP supports counselors as they teach our comprehensive literacy curriculum, create spaces for socio-emotional exploration, and assist in enrichment activities taught by local practitioners.

**Write a 1-2 sentence summary of the work that the Fellow would be conducting.**

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, gathering data for grants, writing grants and reports, and tracking grants.

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

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!

**List any 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**

We do not offer mileage reimbursements. Background checks take about 24-48 hours to process once submitted.

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

LEAP had Serena Ly as a Yale PPSF 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, Francine Rios-Fetchko was a Yale PPSF working in the Development Department as a Grant Writing Fellow, completing several grants, gathering and analyzing extensive data from programming, and

creating LEAP's annual report. During the Summer of 2020, LEAP had two PPSFs. José Garcia, who was a Grant Writing Fellow, and Nick Tibbetts, who worked on Resources and Partnerships, planning out the enrichment activities for the students and coordinating LEAP's extensive partnerships. Additionally, LEAP has had a Dwight Hall Urban Fellow, Sidney Saint-Hilaire, and several students as counselors or office volunteers who learned about LEAP from the FOCUS pre-orientation program. Lastly, We hosted Hannah Scott who worked on grants and various other projects during the summer was an amazing addition to the team!

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 two other Yale College graduates on LEAP's full-time staff.