

CAMP FIRE SAMISH

1321 King Street #3

Bellingham, WA 98229

Phone: (360) 733-5710 Fax: (360) 733-5711

cfo@campfiresamish.org

Position Title: Fund Development Intern.

Date/Time: 10 weeks during fall, winter, spring and/or summer quarter.
10 hours per week. FLEXIBLE schedule.

Compensation: For college credit (will complete all required paperwork).

While acquiring valuable skills and executing the essential functions of this position, each intern will work hand in hand with the CFO and CEO. The successful candidate will emerge with critical knowledge and hands on experience in a youth serving, non-profit agency.

Essential Functions:

- Conduct prospect research on individual, foundation, and corporate donors.
- Maintain donor databases and files, including logging donations, generating and sending donor acknowledgements, and tracking donor appreciation efforts.
- Support the creation and dissemination of fundraising appeals.
- Track, evaluate and report on all development efforts.
- Take an active role in facilitating fundraising events, such as our Camp Fire Dinner & Auction.

Qualifications:

- Excellent written and verbal communication skills.
- Highly organized and detail oriented.
- Availability to work varied hours, including nights and weekends if necessary.
- Familiar with Microsoft Office products.
- Demonstrated ability to multi-task, prioritize deadlines, work independently, take initiative and maintain confidentiality.
- Valid Washington State driver's license, vehicle in working condition, and proof of insurance.
- Satisfactory results from criminal background search.
- Knowledge of CAMP FIRE program highly desired.
- Preference given to college students with the following declared majors: Business Administration, Communications, Finance, Management, or Marketing.

AN EQUAL OPPORTUNITY EMPLOYER