

## **CAMP FIRE SAMISH**

1321 King Street #3

Bellingham, WA 98229

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heather@campfiresamish.org

## **Fund Development Assistant – Internship**

**Date/Time:** 10 weeks during fall, winter, spring and/or summer quarter.  
10 – 20 hours per week. FLEXIBLE schedule.

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

### **Responsibilities**

Based on abilities and interests as mutually determined duties may include:

- Research and assist with grants.
- Answer phones and take messages.
- Be actively involved in all fundraising appeals and events.
- Conduct prospect research on individual, foundation, and corporate donors.
- Maintain files, including logging donations, generating donor acknowledgements, and tracking donor appreciation efforts.
- Track, evaluate, and report on all development efforts.
- Take a lead position on feasibility study and capital campaign.

### **Educational Benefits:**

Experience critical knowledge and hands-on experience in a youth serving, non-profit agency including, but not limited to:

- Customer service.
- General administrative duties and office machinery.
- Meeting etiquette.
- Teamwork.
- Business environment skills.
- Time management.
- Professional written and verbal skills.

### **Qualifications:**

- Knowledge or experience of Camp Fire, Camp Kirby, or other youth serving non-profit highly desired.
- Demonstrated ability to multi-task, prioritize deadlines, work independently, take initiative, and maintain confidentiality.
- Highly organized and detail oriented.
- Availability to work varied hours, including nights and weekends if necessary.
- Excellent written and verbal communication skills
- Strong interpersonal skills to ensure effective interactions and communication.
- Familiar with Microsoft Office products.
- Valid Washington State driver's license, vehicle in working condition, and proof of insurance.
- Effective conflict resolution skills.
- Satisfactory results from criminal background search.

Employment may be available upon successful completion of internship.

**To apply email resume and cover letter to [heather@campfiresamish.org](mailto:heather@campfiresamish.org)**

**AN EQUAL OPPORTUNITY EMPLOYER**