

Camp Fire First Texas Job Summary

Position: Development Intern

Status: Part-Time

Location: Fort Worth, Texas

Salary Range: \$14 per hour

Job Summary: The Development Intern will work closely with and learn directly from seasoned members of the Development team with over 28 years of collective experience in development and marketing. The Development Intern will assist with activities in support of Camp Fire's organization-wide fundraising efforts. This role will report to the Development Manager and is approximately a 15-hour per week hybrid in office/remote position, starting on or after July 5, 2021 and extending to December 2021.

Essential Functions:

- Generate, acquire signatures, and mail thank you letters for donors
- Follow up calls to donors
- Special events logistics and planning, including signature fundraiser, An Artists' Christmas in November featuring Emmitt Smith
- Assist Development Manager in coordinating and managing logistical details of each event
- Help manage timelines for special events
- Set up and document committee meetings' minutes/actions/to do's
- Assist by coordinating and communicating with potential and selected artists for An Artists' Christmas
- Manage and coordinate art images and art submitted for An Artists' Christmas
- Assist in keeping invitation lists current and accurate
- Assist with soliciting and securing in-kind donations for events
- Assist in producing and printing letters/mailing for donor solicitation and acknowledgment
- Help manage mailings for events, ensuring mail lists current, coordinate event mailings to meet timeline goals
- Assist in managing third party and new demographic fundraising opportunities
- Help manage North Texas Giving

Required Knowledge/Skills/Abilities:

- Ability to work remotely with use of personal computer
- Current undergraduate or graduate student, recent graduate, or equivalent experience
- Values and strives to demonstrate commitment to equity, diversity and inclusion
- High fluency in Google Drive and MS Office Suite
- Computer and database savvy
- Ability to work independently and prioritize among multiple projects
- Excellent written and verbal communication skills

Preferred Knowledge/Skills/Abilities:

- Superb attention to detail and organizational skills
- Interest in nonprofit development and commitment to the Camp Fire mission and goals
- Research experience



Camp Fire's Culture:

Camp Fire First Texas is one of the largest Camp Fire councils in the country. Programs are for boys, girls and their families and include camping, after school programs, teen services, environmental education, and school readiness, in addition to professional development for early childhood educators. In Camp Fire, children and youth find a safe, fun and inclusive place – a place where they form lasting relationships, develop a sense of belonging and make positive contributions to the lives of their families and their community. Camp Fire youth have life-enhancing experiences and develop assets essential to their futures. Camp Fire changes young lives for the better in our community. Inside and out.

To Apply:

Interested persons should [apply online](#) and attach a cover letter, resume & salary requirements.

View other open positions at <https://www.campfirefw.org/careers>.

Camp Fire First Texas is an Equal Opportunity Employer. The organization will not discriminate against any individual because of race, color, religion, creed, sex, age, national origin, disability or other reason prohibited by the fair employment laws. Reasonable accommodation will be provided in an effort to advance employment opportunities for individuals with disabilities. Employment at Camp Fire First Texas is on an at-will basis. The employee and the organization are each free to terminate the relationship at any time without cause.

*Due to the volume of responses, only qualified parties will be contacted. **No phone calls or emails, please.***