

Camp Fire National Headquarters is seeking a current student who is interested in serving as a Development Intern and garnering nonprofit experience and/or completing service/volunteer requirements for their degree. An internship with Camp Fire offers a diverse learning opportunity for a student who is pursuing substantial hands-on experience and specific training in all aspects of nonprofit development, marketing, fundraising, and philanthropy. As a valued and integral part of the Development team, this individual will work closely with the Development Manager in the ongoing work of Camp Fire, providing a wide range of research, administrative, database, and general support.

Location: Camp Fire National Headquarters, 1801 Main St., Suite 200, Kansas City, MO 64108; remote work is acceptable for the right candidates.

Duration: One semester (either spring, summer, or fall) Hours: 10-20 hours per week, can be flexible based on needs of intern.

**Skills, Knowledge, Abilities:**

- Self-motivated.
- Detail-oriented.
- Strong written, verbal, and organizational skills.
- Substantial project management skills.
- Basic understanding of MS Office (Excel, Word, PowerPoint), Google Drive Applications.
- Ability to work independently and with others—especially staff, volunteers, donors, and vendors.
- Ability to work well under pressure and with deadlines.
- Experience conducting basic research.

**Duties:**

- Assist the development staff in entering data into Camp Fire’s donor database.
- Maintain donor files and other development materials.
- Provide logistic and clerical support for development activities, including meetings and events; responsibilities include preparing mailings, working with outside vendors, and coordinating logistics.
- Conduct research and provide recommendations regarding key projects.
- Perform other duties as assigned

**Expectations:**

- Complete Camp Fire’s onboarding/orientation, which focuses on the history and Promise of Camp Fire, Absolutely Incredible Kid Day®, Camp Fire programs, Thrive Methodology, human resources, and intern expectations.
- Commit to working 10–20 hours per week.
- Be dependable, flexible, and able to maintain confidentiality.
- Attend department and staff meetings as needed.
- Meet regularly with Development Manager to discuss progress on projects related to Camp Fire development and to make sure reporting and expectations are being met for the intern.

**Application Procedure.**

- Interested candidates for the Development Intern should submit a resume and cover letter to: [jobs@campfire.org](mailto:jobs@campfire.org). Please include “Development Intern” in the subject line of the email.