

JAMESON CAMP DEVELOPMENT INTERN

Position Purpose: To assist the Director of Development in Jameson Camp's development and fund raising activities.

Reports to: Director of Development

Responsibilities:

1. Research corporate and foundation grant opportunities
2. Assist in writing corporate and foundation grant proposals
3. Assist in development office correspondence with foundation, corporate and individual donors
4. Assist Director of Development and Board of Directors in telephone thank you calls and contact with lapsed donors
5. Research individual donor prospects using eTapestry database and online resources
6. Assist Director of Development, Board of Directors and Jameson Jubilee Committee in organizing the Jameson Jubilee special event including attending committee meetings, identifying and securing corporate sponsorships, identifying and securing in kind and auction contributions
7. Assist Director of Development in identifying potential stories and interviews for Jameson publications; assist in writing newsletter and web site articles
8. Developing an e-mail data base. Make the phone calls, send out postcards, do the follow-up to build a larger electronic data base we can use to send out e-newsletters, e-postcards, etc.

This position will introduce the intern to all aspects of the development program and provide an excellent learning opportunity. Jameson staff will work with the intern and Indiana University faculty to fulfill internship reporting requirements.

Duration and Hours: Flexible hours with average work week typically not exceeding 10 hours. Jameson can utilize interns on a year round basis.

Compensation: We are interested in recruiting Federal Work Study interns.

Non-work study candidates are also welcome to apply. Depending on funding availability, we may be able to offer a semester stipend that would not exceed \$2,000.

Qualifications: Prefer candidates majoring in development-related fields including nonprofit or business management. Interns will need to have excellent verbal and written communication skills and a strong work ethic. Strong interpersonal skills and ability to work as

part of a team and take instruction is a must. Self initiative and problem solving skills important. Must be able to pass a criminal background check.

Application Process: Qualified candidates should submit their resumes with a cover letter that identifies their qualifications, related experience and reasons for wanting the position for the Spring semester placement. Please submit resumes by mail or e-mail. Please no phone call inquiries.

Contact Information:

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