



## Internship Opportunity

**Position:** Development and Special Events Intern  
**Reports to:** Chief Advancement Office or Project Lead  
**Status:** Non-stipend (unpaid)  
**Department:** Development  
**Location:** Lynnwood, WA

### About Camp Korey

Camp Korey empowers children living with serious medical conditions, and their families, through year-round, life-changing programs that build confidence, self-esteem, and resilience. Our programs help campers and their families reclaim the joyful adventures of childhood through the magic of camp. Our three core programs include Residential Summer Camps, Family Weekends, and Camp to You. Each program is designed to provide a safe, friendly, and medically sound environment where children can have FUN AND BE KIDS. Camp Korey recently relocated to a beautiful 200-acre setting in the forest lands of Mount Vernon, Washington, home of the tulip festival. This position will be primarily based at our business office located in Lynnwood near Alderwood Mall.

### The Position

We are currently seeking motivated students to join our Development team as we build and expand our fundraising efforts. Camp Korey has a broad portfolio of supporters, including corporate partners, foundation funders, individual supporters, and community-based organizations. Our Development and Special Events Intern will play a key role in supporting all major initiatives of our fundraising operations, and will gain valuable hands-on experience in a nonprofit setting.

### Primary Responsibilities

#### Special Events

- Support the execution of events such as the Prescription Laughter Luncheon and the signature Grow event, which includes silent and live auctions
- Conduct outreach to local businesses and supporters to increase awareness of Camp Korey events and activities
- Support third-party events organized to benefit Camp Korey
- Support volunteer coordination efforts around special events

#### Grants

- Assist with developing grant applications, reporting on grants received, and tracking grant output
- Research and prospect for new funding opportunities

#### Stewardship

- Assist with donor stewardship efforts to ensure that Camp Korey donors feel valued and appreciated

- Develop stories communicating and reporting to donors on the impact of their gift
- Help produce social media content for the development team

#### Annual Fund & Community Relations

- Assist with the creation of annual direct mail appeals and e-blasts
- Serve as a Camp Korey ambassador at corporate giving events and fairs

#### Desired Qualifications

- Excellent organizational and planning skills; able to conduct project work with minimal guidance
- Strong writer and effective in oral communications
- Experience with Microsoft Office (Word, Excel, PowerPoint)
- Passion and commitment to helping children and families

#### Commitment

- A minimum of 8 hours per week for at least three months
- Special consideration will be given to candidates willing to commit to six months of learning
- Must be able to maintain a consistent work schedule each quarter, to be mutually agreed upon

#### Compensation

- This is a non-stipend volunteer position.
- Camp Korey's development team is committed to offering interns a professional opportunity that will allow our interns to be ready for the workplace after the completion of their studies.

#### To Apply

- Send a resume and cover letter to Sarah Leavitt, Human Resources, at [sleavitt@campkorey.org](mailto:sleavitt@campkorey.org)
- No calls please