



# COMMUNITY BOATING CENTER BELLINGHAM BAY

Community Boating Center  
555 Harris Ave.  
Bellingham, WA 98225  
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Boatingcenter.org  
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EIN 20-4946594

## 2020 Fundraising Internship Position Description

**Our Mission:** The Community Boating Center (CBC) fosters small-watercraft education, access, safe recreation, and marine stewardship on Bellingham Bay.

**Our Story:** Our programs and services are available to all ages and backgrounds. We teach to US Sailing and American Canoe Association standards through a variety of on-land and on-water courses. We offer adult and youth sailing and kayaking group classes, as well as private lessons, guided tours, and week-long youth camps. Our services include daily boat rentals throughout the summer, as well as year-round dry moorage. The CBC was founded in 2006 and is supported by a robust community of donors, business and foundation support, community partners, students, volunteers and tenants.

**Position Description:** As a CBC fundraising intern, you will apply your professional and personal experience and academic interests through our varied fundraising efforts, which include an annual appeal, grant writing, fundraising events, printed and digital mailing campaigns, sponsorship recruitment, and individual donor relationship building. Your projects will vary depending on the season in which you intern; your manager will work with you to establish internship project goals, and to align your assigned projects with your academic needs. Internships can be either 200 or 400 hours (PT or FT) over a ten week period, depending on business needs and your school schedule and availability. You'll learn alongside our Operations Manager, Executive Director, and volunteers. We strive to balance what you want to learn with what needs to be done at the CBC.

All majors are welcome to apply.

**This position reports to the Operations Manager and the Executive Director.**

**Position Term:** 10 weeks total, at either 200 or 400 hours. 200 hours is scheduled at 20 hours/week, 400 hours is scheduled at 40 hours/week. Scheduling is determined by business project need and student availability. The Community Boating Center is an equal opportunity, at will employer.

**Stipend:** \$1000/400 hours, \$500/200 hours

### Area of Responsibility:

- Assist with grant research, writing, partner recruitment, application, and reporting
- Support fundraising event planning and operation
- Write copy for annual appeal mailings, and printed and digital campaigns
- Contribute to donor and sponsor relationship building
- Other duties as assigned

### Required Knowledge, Skills, & Abilities:

- Must successfully pass required criminal background checks
- Must have a current driver's license and a clean driving record
- Excellent communication skills: in person, over the phone, and by email
- Candidate must demonstrate high quality writing and research skills
- Proficient in MS Office, Google Drive
- Enrolled in higher education
- Strong interpersonal skills

**Preferred Skills:**

- Strong communication and organizational skills
- Ability to work proactively within a team as well as independently
- Self starter, able to think creatively to solve problems
- Previous grant writing and/or fundraising experience
- Understanding of, or prior work/volunteer experience, in a non-profit organization

**Academic Development:** Interns are encouraged to develop a study and work plan that ensures adequate time to develop and hone new skills in complimentary business areas such as bookkeeping, social media, marketing and administration.

**How to Apply:** Please send your cover letter, resume, a writing sample, and contact information for your internship supervisor, to our Executive Director, Deborah Genge. No phone calls please. This position is open until filled. Interviews may consist of phone, in-person, and on-water components.

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