



Development & Alumni Relations Intern Role Description

Reports To: Harrell Wittenstein, Executive Director & Morgan Morris, Consultant and Teen Leadership Director

Job Type: Summer Seasonal / Temporary

Duration: May–August (*Remote work may be available at the beginning of May and end of August, based on camp needs and availability*).

Position Overview

The Development & Alumni Relations Intern will support Beber Camp's fundraising, alumni engagement, stewardship, communications, and historical preservation efforts. This role provides hands-on experience in nonprofit development, relationship management, event coordination, communications, and archives while working closely with the full-time team and broader summer internship cohort.

Key Responsibilities

- Conduct outreach to alumni and help build and strengthen alumni connections through email, phone, social media, and other channels.
- Coordinate and conduct alumni tours of camp and serve as a welcoming concierge for donors, dignitaries, and special guests.
- Collect, organize, and preserve Beber Camp photographs, stories, memorabilia, and historical archives, including supporting the development of archive spaces such as the Sycamore Classroom.
- Create content for alumni social media and support alumni engagement initiatives, including I Met at Beber and Beber Buddies.
- Assist with donor stewardship, including camper thank-you notes, donor gifts, contact information, and WealthEngine updates.
- Support the summer Board meeting, Year-End Campaign, Impact Report, and other development initiatives.
- Create and maintain Smart Board projects, including 10-Year Camper & Staff Recognition.
- Take ownership of projects that align with the intern's skills and interests while supporting the evolving needs of Beber Camp.
- Perform additional responsibilities as assigned by supervisors or outlined in training materials.

Qualifications

- Current undergraduate student or recent college graduate.
- Interest in nonprofit development, fundraising, alumni relations, communications, or event management.

- Strong organizational, communication, and interpersonal skills with excellent attention to detail.
- Ability to work independently, take initiative, and collaborate effectively with a team.
- Proficiency with Microsoft Office and familiarity with social media platforms.
- Outgoing, professional, adaptable, and comfortable working in a dynamic summer camp environment.
- Strong historical knowledge of and connection to Beber Camp.

Internship Experience & Perks

- Work directly with Beber Camp's full-time staff and gain meaningful professional experience.
- Participate in professional development, mentorship, and the summer internship cohort.
- Serve as a member of the Beber Camp Leadership Team for Summer 2027.
- Receive leadership-position compensation in accordance with the Beber Camp Internship Program.
- Dedicated office space alongside other interns.
- Opportunity to take ownership of projects and help shape the continued development of Beber Camp's internship program.

How to Apply

Apply through the Beber Camp website or contact Harrell Wittenstein at harrell@bebercamp.com or Morgan Morris at morgan@bebercamp.com.

Equal Opportunity Statement

Beber Camp is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity, age, disability, sexual orientation, military status, or national origin.

To learn more about the Beber Camp Internship Program, visit:

<https://www.bebercamp.com/news/when-camp-and-career-dont-have-to-compete>

This job description is not intended to be an exhaustive list of all responsibilities. Additional duties may be assigned by supervisors or outlined in training materials.