INTERNSHIP DESCRIPTION

Job Title: Finance Intern
Exempt/Non-Exempt/Contract/Intern/Temporary/Internship: Intern/Temporary
Full-Time/Part-Time: Part-time - Approximately 30 hours per week
Hours: Hours will be between 8am-4pm Monday - Friday with a few nights and weekends.
Reports To: Finance Manager

About 24 Foundation:
24 Foundation, Inc. is located in the Dilworth neighborhood, a short walk from the city-center of Charlotte, NC. 24 Foundation is a registered 501(c)(3) non-profit located in Charlotte, NC with a mission to inspire and engage communities to make an immediate impact on the lives of people affected by cancer. 24 Foundation inspires and engages communities with non-competitive cycling and walking events in Charlotte, NC, and Indianapolis, IN, that are safe, fun and open to all levels of riding and walking abilities. Since 2002, 24 Foundation has raised over $21 million and welcomed over 18,000 participants to be involved in its annual event series. Funds raised support local cancer beneficiaries including; Levine Cancer Institute and Levine Children’s Hospital, Queens University of Charlotte, and Franciscan Health. For more information visit www.24foundation.org

Summary:
The Finance Intern assists with the overall seamless functioning of 24 Foundation by helping with many of the finance needs of the organization. Core functions of this position include managing donations, matching gifts, and financial information. Tasks include general office support such as gift entry, database management, mailing, filing, fundraising reporting, and customer service. Intern will gain experience in working in a nonprofit organization, finance management, fundraising assessment, corporate matching gifts, and donor communications. The position requires a positive attitude, ability to work independently and as part of a team, attention to detail, and good customer service skills. The preferred internship dates are from early to mid-May through mid-August, although these dates are flexible. This is a 20 to 30+ hour per week, intensive, internship for college credit (if requested) plus stipend.

Essential Duties and Responsibilities:
• Assist Finance Manager with financial tasks including expense reports, ACH and financial deposits
• Pull and analyze matching gifts & pledge reports and investigate transactions
• Provide Operations Intern with matching gifts intention report to follow up on
• Manage and enter corporate matching gifts in fundraising platform
• Process donations and mail acknowledgement letters
• Pull financial fundraising and participant reports

Education/Experience:
• A college student studying Finance, Accounting, or other related field, with previous work
• Excellent organizational skills and attention to detail
• Self-motivation and ability to multi-task
• Ability to maintain strong lines of communication with all staff
• Experience with Microsoft products with advanced experience in Excel
• Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

To Apply:
Please submit a resume and cover letter to contactus@24foundation.org by March 15, 2020.