INTERNSHIP DESCRIPTION

Job Title: Operations Intern
Exempt/Non-Exempt/Contract/Intern/Temporary/Internship: Intern/Temporary
Full-Time/Part-Time: Part-time - Approximately 20-30 hours per week May - August
Hours: Hours will be between 8am-4pm Monday - Friday with a few nights and weekends.
Reports To: Operations Director

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, and Franciscan Health. For more information visit www.24foundation.org

Summary:
The Operations Intern assists the Operations Director with the overall seamless functioning of 24 Foundation by helping with a wide array or tasks for the organization. Core functions of this position include supporting donors, participants, and teams by answering questions, making changes in our fundraising platform Classy, or pulling reports and info from our donor and participant databases. Tasks include general office support such as inventory management, mailing, filing, fundraising reporting, and tracking sponsorship and event deliverables. Intern will gain experience in working in a nonprofit organization, finance management, fundraising assessment, and donor communications. The position requires a positive attitude, ability to work independently and as part of a team, strong attention to detail, ability to multitask and good customer service skills. The preferred internship dates are from early 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 Operations Director with day to day tasks.
• Pull and analyze fundraising platform reports.
• Help with participant requests, such as pulling fundraising info, donor lists, and allocating team funds.
• Follow up with donors on matching gift requests.
• Help with coordinating event and sponsorship deliverables by pulling reports to determine appropriate orders of event t-shirts, incentive items, store items, and promo items.
• Help with coordinating mission central events such as tandem bike rides and Need for Speed rides around the loop.
• Must be available to work the entirety of our event July 24-25.

Education/Experience:
• A college student studying Business Administration and Management, or other related field
• Excellent organizational skills, attention to detail, 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 30, 2020.