



Title: Development and Program Coordinator

Exempt/Non-Exempt/Contract/Temporary: Non-Exempt

Full-Time/Part-Time: Full-time

Location: Charlotte, NC

Reports To: Development Director

Direct Reports: None

About 24 Foundation

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. Its purpose is to increase public awareness, funds, and support for organizations dedicated to cancer navigation and survivorship. 24 Foundation hosts annual charity non-competitive cycling and walking events in Charlotte, NC, that are safe, fun, and open to all levels of cycling and walking abilities. For more information, call 704-365-4417 or visit www.24foundation.org.

Summary

This position is responsible for supporting all mission-related events, development activities, 24 Foundation beneficiaries, and programming activities.

Role Responsibilities

- Attend and manage community awareness events such as Cars and Cappuccino, Monday Night Training Rides, and special give-back events.
- Provide support for primary fundraising events such as 24 Hours of Booty, Dam to Dam, 24,000 Meter Row, and Bourbon for Booty.
- Assist with planning and coordination of special events. Events include, but are not limited to the following:
 - Registration Day in Q1 (March 24)
 - Annual stewardship event
- Liaison between 24 Foundation and beneficiary organizations to:
 - Ensure that all contracted deliverables are met (e.g., annual reports)
 - Support beneficiary needs (donations, volunteers, etc.)
 - Coordinate beneficiary expo attendance
 - Assist Development Director with annual grant application process
- Create and manage 24 Programming
 - Plan and coordinate 24 Foundation retreat programs in conjunction with the Executive Director and Development Director. Programming will include both virtual education and in-person events.
 - Oversight and management of Mission Central volunteers and Beneficiary Expo at 24 Hours of Booty.
 - Supporting communication and planning of all 24 Hours of Booty event series survivor-specific events (e.g., Survivor Lap, Survivor Breakfast/café, event-specific programming).
- Assist with operations, financials, and inventory as needed:
 - Take inventory of promo items and notify staff when replenishment is needed.
 - Track inventory of event store, incentive items, and event supplies and send or drop off as needed.
 - Support with the 24 Hours of Booty store merchandise and store inventory.
 - Assist Teams with pulling team rosters, donor lists, and other info as needed from our fundraising platform.
 - Pull pledge reports and follow up on outstanding matching gifts.
 - Assist with IT needs and tracking and maintaining office equipment.

- Host CRM and support colleagues with data entry and task assignments.
- Manage event-related shipping/receiving/inventory
- Assist with updating event guide, volunteer guide, fundraising guide, etc.
- Assist with tracking Value in Kind donations and obtaining the necessary documentation
- Other duties as they may be assigned

Education Bachelor's Degree

Experience: Minimum of 1+ years of successful experience in fundraising within the nonprofit sector and event planning.

Specialized Skills and Knowledge:

- Ability to manage diverse relationships and interact with all types of people, at all levels of an organization
- Principled, ethical, professional, and committed to exceptional work quality and standards
- Stature, gravitas, and confidence to gain the credibility and respect of potential donors
- Must be flexible and available for occasional travel and meetings, presentations, and events outside the office
- Flexible to work weekends and/or extended workdays, as required
- Proficiency with MS Office including Outlook, Excel, and Salesforce
- A high level of personal and professional confidence and sophistication with the ability to multi-task
- Upbeat, positive, and enthusiastic
- Team player
- Ability to allocate 25-30% of your time to night and weekend events.

Please submit resume and cover letter to contactus@24foundation.org.