



OPERATIONS & FINANCE INTERN DESCRIPTION

Position Title: Operations & Finance Intern

Position Type: Intern/Temporary

Hours: Hours will be between 9am-5pm Monday – Friday approximately 5-25 hours per week

Position Duration: This internship will begin around the end of January with minimal hours (~5 hours/week) and will continue into August. Hours will ramp up as we approach 24 Hours of Booty on July 25-26 to approximately 15-25 hours/week in June & July and approximately 50-60 hours the week of 24HOB July 21-26.

Work Environment: Ability to work independently will be vital to this position as work will be performed remotely through Microsoft Teams. 24 Foundation does not have an office space.

Pay: \$2500 Stipend

Reports To: Operations Director – Cass Hibbard

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. 24 Foundation inspires and engages communities through fundraising events throughout the year. These include the 24,000 Meter Row – a competitive and non-competitive stationary rowing fundraiser, Dam to Dam – a 24 mile paddleboard down the Catawba river, 24 Hours of Booty – a 24 hour non-competitive cycling and walking event around the beautiful Myers Park neighborhood's Booty Loop, and Bourbon for Booty – a Bourbon and Wine tasting with a silent and live auction. 24 Foundation's events are safe, fun, and open to all. Since 2002, 24 Foundation has raised nearly \$30 million and welcomed thousands of participants to be involved in its annual event series. Funds raised support local cancer beneficiaries including Levine Cancer Institute and Levine Children's Hospital, and many other local non-profits. For more information visit www.24foundation.org

Summary:

The Operations Intern will assist the Operations Director with the overall seamless functioning of 24 Foundation by helping with a wide array of tasks for the organization. Core functions of this position include supporting donors, participants, and teams, pulling reports and assisting with event planning and management, and helping to process matching gifts. Tasks include general office support such as inventory management, mailing, filing, fundraising reporting, financial assistance with expense reports, AP/AR, and data entry in our fundraising platform Classy and QuickBooks. The Operations Intern will gain experience in working in a nonprofit organization, finance management, event management as well as many different software programs including, Classy fundraising platform, QuickBooks online, Microsoft Excel, check-in and volunteer management software, POS software, Google My Maps, Canva, Matching Gift processors, Double the Donation and much more. The position requires a positive attitude, a very strong attention to detail, the ability to multitask, and good customer service skills.

Essential Duties and Responsibilities

Financials/Fundraising:

- Learn and become comfortable with fundraising platform. Pull and analyze reports and YOY stats.
- Help with participant requests, such as pulling fundraising info, donor lists, and team rosters.
- Pull expense reports and distribute to staff for execution. Review receipts and enter expenses in QuickBooks.
- Assist with payment processing and reporting in QuickBooks Online.
- Prep and distribute sponsor invoices and payment links. Work with 24 Staff to follow up on AR.
- Assist with entering offline and ACH deposits into fundraising platform and QuickBooks.
- Manage Cybergrants portal and mg@24foundation.org email. Process and manage entry of matching gift requests into fundraising platform.



- Help with month end reconciliation of financials.
- Pull pledge reports and review outstanding pledges for accuracy.
- Pull reports for acknowledgement letters and perform mail merge to print and send letters.
- Assist with annual financial audit (May).

Operations/Event Management:

- Help with coordinating event deliverables by pulling reports to determine appropriate orders quantities of event t-shirts, jerseys, incentive items, store items, and promo items.
- Assist with coordinating volunteers and lead volunteers and prepping event communications and how to documents.
- Assist in updating collateral such as Volunteer Guides, Event Guide, Schedules, Event Maps, and more.
- Help manage warehouse inventory and determine event supply needs.
- Update inventory distribution spreadsheet as event supplies are ordered and received and prep items for events.
- Assist with Volunteer check-in and Packet Pick-up at 24,000 Meter Row (February 1st), Dam to Dam (June 20th) & 24 Hours of Booty (July 24-26th).
- Other duties as they may be assigned.

Education/Experience:

- A college student studying Business, Finance, Event Management or other related field with previous work experience.
- Excellent organizational skills, attention to detail, and ability to multi-task.
- Experience with Microsoft products with advanced experience in Excel.
- Previous experience with managing events or fundraising activities also a plus, but not necessary.
- Experience with Adobe Illustrator, InDesign, QuickBooks, or Classy is a plus, but not necessary.
- 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 cass@24foundation.org by December 31, 2024.