

**Title:** Development Director

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

**Location:** Candidate must reside in the greater Charlotte Metro region

**Full-Time/Part-Time:** Full-Time

**Reports To:** Executive Director

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### **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. Our vision is cancer navigation and survivorship for all, and our vision and mission come together by developing, funding, and supporting world-class programs dedicated to cancer navigation and survivorship. Our beneficiaries and partners include Levine Cancer Institute, Levine Children's Hospital, and 10 – 12 other local cancer-focused nonprofit organizations. We also organize safe, fun, and non-competitive cycling and walking events, survivor support programs, and other events that generate funds which underwrite our operations, mission, and vision.

We are looking for a Development Director to join our leadership team to lead and manage all corporate and major donor revenue streams to meet or exceed annual revenue goals. This individual will be active and visible in the community and will support the foundation's mission and events throughout the year.

Our ideal candidate will have 4+ years of successful experience raising funds for non-profit organizations. They will have experience soliciting sponsorships over \$10,000 and will have experience building relationships with both individual stakeholders, corporations, and foundation grants. We are seeking an individual with a bachelor's degree; master's degree is preferred.

Additionally, the right individual will have the following skills:

- Ability to manage diverse relationships and interact with all types of people at all levels of an organization
- Unwavering ethics, integrity, and professionalism.
- Confidence and credibility to engage potential donors effectively
- Strong presentation skills to conduct meetings, presentations, and events outside the office.
- Ability to travel occasionally and to allocate 25-30% of your time to night and weekend events.
- Proficiency with MS Office and a working knowledge of fundraising platforms such as Classy is preferred
- Upbeat, positive, and enthusiastic team player with a can-do attitude

As a successful Development Director, you will:

- Secure a minimum of \$300,000 annually from corporate event partners
- Ensure year-round stewardship and recognition of donors
- Cultivate and solicit major gifts of \$5,000+ from individual donors
- Serve as an integral part of the event planning and execution process
- Assist in developing a mission integration plan to enhance donor engagement
- Administrative & Budget Management
- Conduct prospect research, prepare donor profiles, and manage donor correspondence
- Ensure accurate donor records within the 24 Foundation database
- Oversee budgets related to corporate partnerships and donor development

### **Compensation & Benefits**

This is a full-time exempt position with a salary range between \$80,000 - \$95,000, depending on experience. At 24 Foundation, we believe in fostering a dynamic, supportive, and growth-oriented workplace. Our team experiences:

- A collaborative and mission-driven work environment
- Competitive salary and benefits, including:
  - 13 paid holidays
  - 401K plan
  - Health, Dental, and Vision
  - Annual bonus eligibility
  - Generous Paid Time Off (PTO)
- Professional development opportunities
- A culture that values work-life balance and community impact
- A flexible hybrid work environment

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

### **How to Apply**

To apply, email a resume and cover letter to [contactus@24foundation.org](mailto:contactus@24foundation.org). Applications will be reviewed on a rolling basis until the position is filled. No phone calls, please.