



National Grant Prospector – Fully Remote Contract

Who We Are:

JoyRx, the mission delivery of Children's Cancer Association, is the only organization of its kind. Established in 1995, JoyRx has the simple goal of delivering Joy to seriously ill children and teens when they need more than medicine. We combine energy, commitment, and vision to transform the standard of care for seriously ill children with Joy every day. We have pioneered innovative, award-winning pediatric programs of music, friendship, and nature.

JoyRx is passionate about diversity, equity, and inclusion and we believe that a diverse staff of highly skilled and creative individuals is necessary to achieve the vision and mission of the organization. We

strive to create a work environment that reflects the communities we serve where everyone feels empowered to bring their whole, authentic selves to work, fully as they identify. We welcome and encourage applications from candidates who can contribute to the diversity of our workforce across a range of dimensions.

Who You Are:

You are a National Grant Prospector (contract) who is passionate about discovering funding sources for nonprofit programs that support seriously ill children. The National Grant Prospector is responsible for discovering leads across a variety of funding sectors, including: foundations; corporations; public entities, including local, state, and federal; high-net-worth individual donors; Donor Advised Funds (DAFs); and more. The National Grant Prospector will be familiar with the nonprofit sector's philanthropic research databases and possess a keen eye for online research. They will use a variety of approaches in their work, including careful analysis/discovery of corporations with an affinity for giving to pediatric cancer, analysis of annual reports (hospitals, foundations, and nonprofits that support pediatric cancer, etc.), research into private/community foundations with a history of giving to our sector, and discovery of associations (such as music industry associations) that do (or might) support our sector. The National Grant Prospector will carefully vet funding opportunities that are a strong match for JoyRx (for both general operations and our national expansion efforts) and regularly present funding leads to JoyRx's Development team.

This contract role reports to the Director of Philanthropy.



Essential Functions:

- Discover, review, evaluate, and recommend funders (foundation, corporate, public, individual) based on giving interests and likelihood of giving (single and multi-year gifts, five- and six-figure gifts, etc., both regional and national).
- Actively utilize multiple tools to complete deep and comprehensive research on prospective funding sources through colleagues, directories, foundation databases, annual reports, periodicals, online research, and more.
- Maintain a comprehensive inventory of renewable and new funding opportunities in line with the development plan. Track grant application/renewal deadlines and generate reports for appropriate program staff.
- Conduct discovery outreach to funders, as required, including email, phone calls, and correspondence letters.
- Keep detailed records of what has been researched and follow established protocols to determine how and when prospects are put into the database.
- A high degree of creativity, energy, and initiative is required. Be able to juggle multiple projects and meet strict deadlines.
- Maintain strong relationships and work collaboratively with the internal team in a fast-paced environment.
- Work cross-departmentally to increase contributed support and advance institutional priorities. Maintain timeline for proposals and work with Director of Philanthropy and Program Directors on grant resources.
- Manage special projects and assist the Development team in other fundraising activities, such as events and individual donor engagement, as required.

The ideal candidate will manage multiple projects simultaneously, think strategically, effectively articulate the mission of JoyRx and the unmet needs the organization addresses, and be efficient and well-organized. The qualified candidate will be able to work remotely, with support from a small team and respond well to a changing environment.

Secondary Responsibilities:

- Lead or participate in team meetings, as required.
- Attend workshops, trainings, and meetings as needed.
- Work a flexible schedule as necessary, including at times additional weekend or evening hours for special events or deadlines.
- Follow up on some grant denials to determine the cause, and if re-submission is an option, map out the steps to building a stronger proposal/relationship for the next round and execute those steps.
- Perform other duties as assigned by supervisor.

Skills, Education & Experience:

- Excellent communication skills, both written and verbal.



- Demonstrated research skills and experience and excellent interpersonal skills.
- Strong technical knowledge of grant funding strategy and processes.
- Knowledge of foundation, corporate and government grant application procedures.
- Bachelor's degree or equivalent work history required.
- Three+ years of proven success in fundraising research.
- Excellent computer and research skills.
- Familiarity with Raiser's Edge (or similar CRM database software), national foundation research databases, Word, and Excel.
- Familiarity with the pediatric funding landscape a plus.
- Must be detail oriented and able to work independently within tight deadlines.

Competency Requirements:

- **Relationship Building** – Establish and maintain productive relationships with children, families, partners, and staff. Initiate contacts readily.
- **Planning & Organizing** – Prioritize multiple tasks and maximize use of available time to ensure work is accomplished efficiently and accurately.
- **Written Communication** – Compose informative and convincing documents. Use written language to convey substance and intent with accuracy.
- **Energy** – Exhibit stamina and endurance and maintain a fast pace over time.

Work Environment & Travel:

At JoyRx we are committed to a work environment where each person feels a sense of belonging and they are recognized, appreciated, and valued.

This contract role will primarily be completed remotely. If located in the Portland, OR or Austin, TX areas, occasional travel to JoyRx offices may be required.

Compensation / Contract:

The hourly rate will be \$60/hour at up to 20 hours per week. The Contractor will submit invoices at least monthly outlining hours worked and total amount to be paid. The initial contract will be for six months, with the option to extend at the end of the contract period based on performance.

Application Guidelines:

Complete the application through our [application](#) portal and answer the following question in your cover letter:

1. Tell us how your previous work history has prepared you for this contract role.
2. Tell us if the compensation and hours per week meet your needs.

To learn more about JoyRx, the mission delivery of Children's Cancer Association, visit JoyRx.org.



Watch Founder and Chief Joy Officer Regina Ellis' TEDx Talk on the [Joy Effect](#).

JoyRx Maxims:

We believe kids deserve long, wonderful lives.

Or, at the very least, short, wonderful lives. **We believe cancer sucks.** We've had it, or loved someone who did. **We prescribe moments of joy for kids who are in the fight against all serious illness.** We create lasting memories for the loved ones who stand beside them. **We believe joy grows exponentially when it's used collectively.** We are surrounded by a league of extraordinary heroes who perform amazing feats of compassion, generosity, and love every day. **We are music medicine pioneers.** We believe in purple. **We know joy comes in all colors, shapes, and sizes – just like the kids who need our help.** We love to laugh. **We are not afraid to cry.** We spend every dollar wisely. **We give hugs freely.** We believe in today. **We respect our history as a grassroots organization.** We embrace our destiny as a global source of [JoyRx](#). **We believe these things matter.**