



**Foundations Manager
Portland Oregon, or Austin Texas
Exempt**

Who We Are:

Children's Cancer Association was founded in 1995 by the Ellis family after their five-year-old daughter, Alexandra, died of cancer. Their goal was to create something extraordinary: an organization with a new vision for what pediatric cancer support services look like. Today, the JoyRx Mentorship, Nature, and Music programs reach thousands of hospitalized children of all ages and diagnoses. Our programs reach children where they are — and make their tough days a little brighter.

Simply put — joy helps sick kids feel better.

Who You Are:

You are an experienced writer with a background in private, family, community, and corporate foundations and giving programs. You are a fundraiser at heart with an eagle eye for detail, and strong project management skills. You enjoy working collaboratively across teams to gather necessary information to build compelling cases to fund projects. You are curious and research new and innovative sources of funding to help support CCA's strategic growth initiatives.

The Foundations Manager reports to the VP of Marketing & Development.

Essential Functions:

Foundation and Grant Relations:

- Actively seek, identify, and recognize external opportunities in private and corporate grants, with a focus on funders that have potential for multi-year, six-figure opportunities.
- Develop strong relationships with a network of private and corporate foundations, including current and prospective partners, with special focus on key regions such as the Pacific Northwest, Texas, and the Northeast.
- Maintain a strong understanding of JoyRx's programs, with a focus on growth and expansion strategy, including data tracking, measurable outcomes, impact, and budgets.
- Stay current on organizational narrative and brand guidelines, and partner with Brand on external deliverables.
- Work with the Vice President of Marketing and Development to determine the annual budget and track monthly progress against goals.
- Track and steward all grant pipeline activities, including pre- and post-award processes.
- Support high-level outreach to key individual and institutional partners.
- Maintain and report company information for third-party evaluators on an as-needed basis, including updating platforms such as Candid (formerly GuideStar) and Charity Navigator to ensure accurate, current information that supports the organization's highest standards of transparency and accountability.

Proposal Design and Development:

Grant Administration:

- Administer grants, timelines, staff communication, and documentation.
- Ensure proper reporting and stewardship of grants and funders.



- Maintain and update database records and create reports in Raiser's Edge.
- Coordinate and implement the grants and foundations dashboard.

Other Projects:

- Assist the Development team and work collaboratively to meet funding goals and objectives.
- Work with the Brand and Programs teams to collect information on program achievements—including photos, testimonials, and short videos—and use that information to demonstrate impact while cultivating and stewarding relationships with grantmakers.
- Produce other communications materials on an as-needed basis, as requested by the Vice President of Marketing & Development.

Qualifications and Skills:

- Motivated by JoyRx's mission, with a commitment to continuous learning and improvement.
- Comfortable with ambiguity and competing priorities.
- Ability to identify funding opportunities and align them with potential funders.
- Exceptional written and verbal communication skills, with the ability to build alignment and consensus.
- Proficiency in creating and using Excel spreadsheets, including formulas and tables.
- Strong planning, organizational, and analytical skills.
- Sound judgment in problem-solving and decision-making.
- Ability to balance competing priorities, complex situations, and tight deadlines.

Education & Experience:

- Bachelor's degree in a related field.
- Five or more years of experience in nonprofit grant writing and grant development.
- Experience with donor relations software, preferably Raiser's Edge.

CCA's Values. Alignment with our Core Values is essential to success in this role.

These values guide everything we do—from how we care for families to how we shape and share our programs:

Compassion: We lead with heart, authenticity, and kindness.

Community: We know joy is a ripple effect. Collaboration and connection are at the core of everything we do.

Creativity: We believe in the importance of play, imagination, and the healing power of music. We make space for inspiration and creativity in our ways of working and engaging.

Care: We care for our mission, our resources, and each other with integrity and respect. We are stewards of the generosity and the trust that is placed in us.

Curiosity: Inspired by the wonders of childhood, we stay open to new ideas, fresh perspectives, and magical moments that spark joy in unexpected ways. We honor innovation as central to our legacy.

Commitment to Diversity, Equity, and Inclusion:

CCA 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

Work Environment:



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

This position is based in **either Portland, Oregon, or Austin, Texas.** CCA offers a hybrid office environment, with both onsite (professional open office environment) days and the ability to work remotely up to two days/week (Mondays & Fridays). If based in Austin, Texas, this position will be 100% remote for at least the first year.

Physical Demands:

This position requires frequent operation of a computer and other office equipment, such as a calculator, copier, and printer. This position requires the ability to perform basic math and speak, hear, write, and read English and some occasional lifting is required (up to 20 lbs).

Compensation & Benefits:

CCA is a growth organization that looks for team members to grow with it. CCA offers a generous total rewards package, a casual work environment, and an inclusive culture.

This position offers a competitive benefits package and a salary range starting at \$65,000. Final offer amounts and levels are determined by multiple factors, including your experience, and may vary from the amounts listed above.

Generous benefits include:

- Heavily subsidized medical, vision, dental, and alternative care benefits
- Generous PTO package, paid wellness days, and ten (plus two floating) paid holidays
- Voluntary short- and long-term disability
- Flexible spending plan
- 401(k) with 3.5 percent CCA match
- Paid four-week sabbatical to pursue creative talents after eight years of service
- Professional development annual benefit
- Subsidized on-site parking or public transportation reimbursement.

Position Type/Expected Hours of Work:

This is a full-time (40 hours/week) Exempt position. Some flexibility in hours is allowed; days and hours of work are generally Monday through Thursday, 8:00 am – 5:30 pm, and Friday 8:00 am – 12:00 pm, with the option to be remote Mondays and Fridays.

General Information:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for the position. Job duties may change at any time, with or without notice.

Application Guidelines:

Complete the **application** through our application portal and answer the following two questions in your cover letter:

1. Tell us how your previous work history has prepared you for this role,
2. Tell us if the compensation and benefits information listed above meet your needs,



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

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