



**Contract Grant Writer
10-20 hours per week
Austin, Texas**

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 every day with Joy. JoyRx | Children's Cancer Association, has pioneered innovative, award-winning pediatric programs of music, friendship, and nature.

JoyRx is passionate about Diversity, Equity and Inclusion and believes 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 and where everyone feels empowered to bring their full, 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:

The part-time Contract Grant Writer will research, organize, write, and submit local and national grants, with a focus on funders in the greater Austin, TX area as well as national expansion opportunities. As assigned, the Contractor will recommend and research new funding opportunities, manage, prepare, and submit grants (proposals, LOIs, and other application materials) and complete reports (narrative and financial) to funders in support of JoyRx programs. This individual will also track, provide reports and acknowledge all grants as well as lead Development and Program staff in identifying needs, prospective funding and cultivate relationships; monitor grant expenditures and performance.

This contract role reports to the Executive Director, South.

Essential Functions:

- Raise money through grant support, focused on opportunities in Texas and national funders (outside of the Pacific Northwest).
- Review, evaluate and recommend strategies based on giving interests and likelihood of giving.
- Identify, research and submit to new grant sources – single and multi-year.
- Maintain strong relationships with existing network of Foundation contacts.
- Maintain and enhance the proposal tracking system and report back to funding sources in an accurate and timely manner.



- Ensure timely reporting with grantees and appropriate program staff.
- Maintain timeline for proposals and work with Director of Philanthropy and Program Directors on grant resources.
- Communicate with grant partners.
- Manage special projects as assigned.

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.

Skills, Education & Experience

- Excellent communication skills, both written and verbal
- Demonstrated writing/editing skills and experience and excellent interpersonal skills
- Strong technical knowledge of grant funding strategy and processes, with special attention to funders in the greater Austin, TX area
- Knowledge of foundation, corporate and government grant application procedures
- Demonstrated experience meeting financial goals
- Able to balance competing priorities and complex situations
- Sound judgment in problem-solving and decision-making techniques
- Bachelor's Degree or equivalent experience
- 3-5 years previous experience in grants writing
- Must be detail oriented and have the ability to work independently within tight deadlines
- Experience working with Word, Excel and Raiser's Edge

Work Environment & Travel

This contract role will primarily be completed remotely - occasional travel to JoyRx offices may be required.

Compensation:

Starting at \$45/hour at approximately 10-20 hours per week. The Contractor will submit invoices at least monthly outlining hours worked and total amount to be paid.

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 contract role
2. Provide compensation expectations

To learn more about JoyRx | Children's Cancer Association: joyrx.org