



## **Development Associate PNW - Portland, OR**

### **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:**

The Development Associate position is primarily responsible for supporting team fundraising campaigns, events and miscellaneous Development team projects through community partner events, corporate partnerships, signature JoyRx events and campaign support. This position reports to the Events Manager, PNW.

### **Essential Functions:**

- Lead auction procurement, item tracking, package redemption process, and event receipting.
- Provide back-up support for internal JoyRx events, campaigns and other development projects.
- Lead and coordinate all community partner events: identifying growth strategies, determining appropriate levels of JoyRx resource allocations, cultivating event opportunities with high ROI, managing volunteers, community outreach, partner stewardship, and money reconciliation.
- Coordinate with Brand team for social media and marketing campaigns related to events. Uphold JoyRx brand standards including proper use by community partners.
- Write grant proposals and grant reports to foundations. Update the grant tracker and manage relationships with foundation funders.
- Lead, steward and grow portfolio of assigned corporate partnerships and auction donors to achieve budgeted revenue goals.



- Responsible for supporting corporate proposals & outreach for event sponsorship.
- Support donor stewardship, acknowledgement, receipting and gift processing.
- Represent JoyRx throughout the community and actively engage in networking events and business development groups.
- Support fundraising opportunities through various development techniques including prospecting, targeted follow-up and new lead generation.

### **Qualifications and Skills:**

- Proficiency in Microsoft Suite of products, particularly Excel, Word and Outlook required
- Outstanding planning, organizational, and analytical skills
- Excellent communication skills, both written and verbal
- Strong project management skills
- Strong and persuasive presentation skills
- Strong listening skills and demonstrated ability to develop and maintain effective relationships with a variety of stakeholders
- Self-starter with the ability to work independently and within a team
- Able to balance competing priorities, complex situations and tight deadlines

### **Education & Experience:**

- Bachelor's degree or equivalent combination of education and experience
- 2+ years in sales, event management, or fundraising experience
- Nonprofit experience preferred
- Experience with OneCause and Raiser's Edge, a plus.

### **Competency Requirements:**

- **Relationship Building** – Establish and maintain productive relationships with children, families, partners, and staff. Initiate contacts readily.
- **Active Communications** – Actively seeks information from a variety of sources.
- **Planning & Organizing** – Prioritize multiple tasks, maximize use of available time, work is accomplished efficiently and accurately
- **Initiative** - Effective performers are proactive. They make things happen.
- **Positive Impact** – Make positive impressions and energize those around them, are personable, self-confident, optimistic and enthusiastic about what they do.
- **Adaptability** – Are flexible and open to new ideas. Are quick to adapt.



### **Work Environment:**

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 position is based in the JoyRx Portland, OR office. JoyRx 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). Please note this role may require you to be in the office Monday – Friday depending on event schedules.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without a reasonable accommodation.

Constantly operates a computer and other office equipment, such as copy machine and computer printer.

This position requires the ability speak, hear, write, and read English. Must have the visual acuity to create, edit, and evaluate color design, photos, graphics and printed materials.

This position requires the ability to occasionally bend, twist, or stoop and occasionally lift and transport equipment up to 30lbs.

### **Travel:**

This position requires occasional travel in the Portland Metro area.

### **Position Type/Expected Hours of Work:**

This is a full time (40 hours/week) non-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. At times, this position requires evening hours and occasional weekend work.

### **Compensation and Benefits:**

JoyRx is a growth organization that looks for team members to grow with it. JoyRx 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 \$23/hr. 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 nine (plus two floating) paid holidays



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- Voluntary short- and long-term disability
- Flexible spending plan
- 401(k) with 3.5 percent JoyRx 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.

### **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 the Children's Cancer Association:** [www.jourx.org](http://www.jourx.org)

Watch CCA's 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.**