



Events Manager

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 strong project manager with an eye for detail with experience leading best in class events. You are a skilled organizer and planner. Technology, data and process excite you. You thrive in a fast-paced, collaborative environment. You have excellent written and oral communication skills. You enjoy organizing groups of volunteers on event committees and on the day of the event. You are comfortable reaching out to donors to solicit auction packages, golf teams, and table chairpersons. You build great relationships with constituents.

The Events Manager reports to the GM/Regional Executive Director, PNW.

Essential Functions:

- Responsible for managing volunteers, event committee members, leadership council members, and board members.
- Working with the development team, secure silent and oral auction items, golf teams, and table chairs for special events.
- Take responsibility for vendor relationships which includes researching, selecting, and managing vendors. Manage internal event logistics including guest registration, data support, setup/tear down, and recap reports. Delegate aspects of event management to support staff.
- Track, document, and project manage oral and silent auction technology, platform and procurement.
- Lead and support the back-end technology setup and strategy development for peer-to-peer fundraising campaigns.

- Lead car raffle logistics including page set up, DOJ filings, reporting and recaps. Work with media partners to maximize raffle success.
- Ensure thorough stakeholder relationship information is entered into Raiser's Edge in a timely manner.
- Generate reports for event committees, the development team and track data to assist in assessing department efficacy.

Qualifications and Skills:

- Excellent people management skills
- Ability to manage complex events with multiple moving parts calmly and expertly
- Superior project management skills
- Outstanding planning, organizational, and analytical skills
- Strong expense management skills
- Proficiency in Microsoft Suite of products, particularly Excel, Word and Outlook required
- Sound judgment in problem-solving and decision-making techniques
- Strong written and verbal communication skills
- Self-starter with the ability to work independently and within a team
- Ability to meet deadlines in a fast-paced environment
- Able to balance competing priorities, complex situations, and tight deadlines

Education and Experience:

- Bachelor's degree or equivalent combination of education & experience
- 5+ years' working with events and/or peer to peer fundraising platforms.
- Experience with OneCause, MobileCause and Raiser's Edge, preferred.
- Nonprofit experience strongly preferred.

Competency Requirements:

- **Relationship Building** – Establish and maintain productive relationships with volunteers, children, families, partners, and staff. Initiate contacts readily.
- **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.
- **Active Communications** – Actively seeks information from a variety of sources and updates the development team.
- **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).

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.

Due to the nature of JoyRx's work with immunocompromised children, it is our responsibility to take every precaution possible to protect the health and safety of the children and families we serve. All JoyRx employees, regardless of work location, are required to receive COVID-19 vaccinations as recommended by the CDC, unless a reasonable accommodation is approved.

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

Travel:

This position requires occasional travel in the Portland Metro or Austin Metro areas; there may be limited travel to other key regions.

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. 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 \$53,000/year. 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
- 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

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.**