



Foundation & Grants Officer

Who We Are:

JoyRx Heals All.

At Children's Cancer Association (CCA), we believe Joy is an unlimited resource and undeniable right. We champion purple, but know Joy heals young patients of all colors, no matter what language they speak, where they hail from, or live—ensuring all have equal access to no-cost, Joy-based programming.

We champion our team of unique individuals to feel empowered and bring their full, authentic selves to the workplace, regardless of how one identifies.

At CCA, we know it takes more than medicine to treat cancer and serious illness. When a child is facing life's most challenging moments, it's not enough to try to fix their body—we must also help them heal emotionally.

For over 25 years, CCA has delivered programs to help young patients find their Joy. JoyRx® programs feature music, mentorship, and nature to create feel-good moments for seriously ill kids and help them positively shift their mood to relieve the sadness, anxiety, and isolation experienced during lengthy treatments and hospitalizations—transforming their pediatric healthcare experience.

Who You Are:

You are an experienced grant writer with a background in private, family, community, and corporate foundations and giving programs. You are a fundraiser at heart with an eye for details 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, looking for new and innovative sources of funding to CCA.

The Foundation & Grants Officer reports to the Senior Vice President of Revenue and Development.

Essential Functions

Foundation and Grant Relations:

- Actively seek, identify and recognize external opportunities in private and corporate grants nationally
- Develop strong relationships with a network of private and corporate foundations, including current and potential partners
- Staying current on organizational narrative and brand guidelines; partnering with Brand for external deliverables
- Maintain strong understanding of CCA's programs including data tracking, measurable outcomes, impact, and budgets
- Track and steward all grant awards, including acknowledgement
- Support high-level outreach to key individual and institutional partners

Proposal Design and Development:

- Lead and collaborate with leadership, finance, and program staff to identify funding needs and match with prospective grant opportunities



- In collaboration with program and finance teams, lead and coordinate the design and development of competitive proposals for national foundations, corporations, and for potential future government funding.
- Conduct research, write, and submit grant proposals for CCA's operations, growth and expansion activities and special projects.

Grant Administration:

- Administer grants, timelines, staff communication and documentation
- In collaboration with program team, track service impact, data quality, and evaluation
- Ensure proper reporting and stewardship of grants and funders
- Maintain and update database records, create and provide multiple reports in Raisers Edge

Other Projects:

- Assist the Development Team and work collaboratively to meet funding goals and objectives
- Coordinate and implement the grant and foundations dashboard
- Work with VP to determine annual budget and track monthly against goals
- Collect and analyze information on program achievements in the form of photos and short videos efforts, and draw upon that information to draft, edit, format, and disseminate a wide range of internal and external information to cultivate and steward relationships
- Produce other communication documents on an ad hoc basis as necessary and requested by the SVP

Qualifications and Skills:

- Motivated by CCA's mission with a drive for continuous learning and improvement
- Comfort with ambiguity and competing priorities
- Ability to identify funding projects and match them with potential funders
- Exceptionally strong written and oral communication skills with the ability to build information sharing and consensus
- Proficient in the use and creation of Excel spreadsheets, including formulas and tables
- Outstanding planning, organizational, and analytical skills
- Sound judgment in problem-solving and decision-making techniques
- Able to balance competing priorities, complex situations, and tight deadlines

Education & Experience

- Bachelor's Degree in related field
- 5-7 years of experience non-profit grant writing and grant development
- Experience in Raiser's Edge preferred

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** - Composes informative and convincing documents. Uses the written language to convey substance and intent with accuracy. Demonstrated experience in grant writing.
- **Energy** – Exhibit stamina and endurance and maintain a fast pace over time.

Work Environment

This position is currently remote based but will eventually return to an office environment and at times may be required to perform job duties outside of the typical office setting.

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 CCA'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 CCA employees, regardless of work location, are required to receive COVID-19 vaccinations as recommended by the CDC, including any future boosters, unless a reasonable accommodation is approved.

Frequently operates 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; occasionally and/or move up to 20 pounds.

Travel

This position requires occasional travel in the Portland Metro area.

Compensation:

CCA is a growth organization that looks for team members to grow with it. CCA offers a generous total rewards package, casual work environment and an inclusive culture. No matter the role, every CCA role shares one galvanizing message, to bring joy, comfort and inspiration to every child or teen in their moment of need.

Competitive benefit package and salary between \$65,000- \$75,000/year.

Generous benefits, including:

- Subsidized medical, vision, dental and alternative care benefits;
- PTO & nine paid holidays;
- Voluntary short- and long-term disability;
- Flexible spending and HSA plans;
- 401(k) with 3.5% CCA match;
- Paid four-week sabbatical after eight years of service;



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. Provide salary expectations

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 onsite work are generally Monday through Thursday, 8:00 am – 5:30 pm and Friday 8:00 am – 12:00 pm. This position requires at times evening hours and weekend work.

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.