

Employment Opportunity



Director of Operations & Fundraising Full-Time Position

The Toronto Right to Life Association is a non-sectarian, educational charity dedicated to upholding the right to life for all human beings from fertilization to natural death. We are seeking a full-time Director of Operations & Fundraising with excellent fundraising, organization, time management and communication skills. Usage of office productivity and CRM software is necessary. Some weekend or evening work occasionally required.

DUTIES

The Director of Operations & Fundraising will be responsible for managing the fundraising operations of the organization, and providing logistical support for our educational outreach and training projects. Duties include:

- **Fundraising and Donor Relations:** Manage our fundraising projects, such as our membership program with individual donors, our partnership program with faith communities, our Legal Defence Fund, and track relationships with donors using CiviCRM.
- **Administrative Assistance:** Coordinate logistics for special events (e.g. Annual General Meeting, youth conference, Pro-Life Week of Action, Toronto Pro-Life Crash Course, etc.), and assist with other projects as needed.
- **Team Building and Volunteer Management:** Recruitment and management of volunteers for fundraising team, and assistance in recruitment and management of volunteers for outreach teams.
- **Education Outreach:** Assist with our educational projects by giving presentations in schools, and participating in our campus and public outreach projects.

Please submit a resume and cover letter to:

Toronto Right to Life Association

2238 Dundas Street West

P.O. Box 59016

Toronto, ON M6R 3B5

Email: office@trtl.ca

Phone: (416) 483-7869