



**Employment Opportunity**  
**Director of Communications and Development**  
**Full Time**

Toronto Right to Life (TRTL) is seeking a full-time Director of Communications and Development. The successful applicant will play a key role in advancing TRTL's mission by engaging supporters through compelling communication, cultivating relationships, and supporting pro-life education and outreach initiatives.

**Location:** Toronto, ON

**Reports to:** Executive Director

### **Responsibilities:**

#### **Communication**

- Coordinate communications to supporters and the general public through newsletter, e-newsletter, and social media campaigns, etc.
- Produce compelling content that encourages event attendance and inspires participation in TRTL's mission

#### **Stewardship**

- Foster collaborative relationships with various segments of the pro-life community
- Effectively use fundraising tools such as TRTL's CRM, website, etc. to achieve stewardship goals
- Coordinate fundraising initiatives and increase giving to TRTL

#### **Education**

- Study pro-life apologetics and empower outreach participants by providing relevant guidance
- Prepare and present pro-life presentations



## General

- Provide regular reports to Executive Director, with additional reporting to the Board of Directors as requested
- Assist regularly with events, educational outreach/activism, projects, etc.
- Lead and support volunteers
- Any other reasonable activity required by leadership

## Requirements:

- adherence to the pro-life position
- occasional evening and weekend work
- excellent communication, writing, and interpersonal skills
- friendly and approachable personality
- attention to detail
- eagerness to learn and take on new challenges
- ability to work independently
- basic familiarity with office suite applications (word processing, spreadsheet, presentation, etc.)
- knowledge/experience in the following areas are assets:
  - graphic design
  - web development (especially HTML/CSS)
  - non-profit charity governance
  - fundraising
  - CRM software
- post-secondary education preferred

To apply, please submit your resume to Josh MacMillan, Executive Director at [josh.macmillan@trtl.ca](mailto:josh.macmillan@trtl.ca).

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

If you have any questions, please send an email to [office@trtl.ca](mailto:office@trtl.ca).