

## **VOLUNTEER OPPORTUNITY (FUNDRAISING)**

Are you an experienced fundraiser who keeps up with the latest trends in direct mail and donor relations? Do you enjoy planning special events or writing grant proposals?

If so, you're not alone! The Toronto Vegetarian Association's Fundraising & Membership Development Committee is looking for experienced fundraising professionals to help develop a fundraising plan that will secure the donations, sponsorships and grants TVA needs to inspire people to choose a healthier, greener, more peaceful lifestyle.

As an active charitable organization, we rely on donations, grants and sponsorships to support our programs and achieve our mission. We're looking for vegetarian and vegetarian-friendly fundraising professionals to help advise and lead our growing organization by joining our Fundraising & Membership Development Committee.

### **Organization**

The Toronto Vegetarian Association (TVA) is Canada's biggest and oldest vegetarian organization. We are a Canadian registered charity (charitable no. 11926 7432 RR0001).

Our mission is to inspire people to choose a healthier, greener, more peaceful lifestyle.

### **Committee Description**

The Fundraising & Membership Development Committee is a standing committee of the Toronto Vegetarian Association's Board of Directors. The purpose of the committee is to lead the development of fundraising and membership development plans and policies that:

1. Generate sufficient revenue to support the Toronto Vegetarian Association's administration and program costs; and
2. Strengthen the Toronto Vegetarian Association's capacity to attract and retain members and donors.

Committee members do the following work:

- Develop and review appropriate policies for TVA (e.g. fundraising, in-kind donations, corporate sponsorships, membership development, donor cultivation and stewardship)
- Ensure the Toronto Vegetarian Association engages in cost-effective fund development activities
- Ensure that fund development plans are developed in conjunction with the Board approved budget to ensure goals are set for diverse revenue sources
- Provide an annual fund development plan that ensures a diversified funding base
- Provide fundraising policies that outline ethical and sound fundraising practices
- Provide recommendations on mechanisms for participation in the fundraising plan for all staff and Board members as appropriate to their role in the organization

## **Qualifications**

We are looking for candidates who have a background in fundraising at a senior level. Experienced professionals with a strong background in donor relations, corporate sponsorship and membership development are also welcome to apply.

Committee members should also support the Toronto Vegetarian Association's mission, values and vision.

## **Benefits**

Volunteering on the Fundraising & Membership Development Committee offers wonderful opportunities for professional development and personal growth:

- Meet new people and network with fellow professionals in a supportive vegetarian-friendly environment.
- Practice, retain and sharpen your fundraising skills.
- Develop new leadership and strategic planning skills.
- Contribute to building a healthier, greener, more peaceful world.

## **Term of office and expected time commitment**

The term of office Fundraising & Membership Development Committee members is two years. Committee members can expect to meet 6-10 times per year, depending on the needs of the committee. Meetings are typically 1-2 hours in length, and take place in downtown Toronto. Most communications between meetings are done via email.

One of the advantages of committee work is being able to manage your own action items to fit your schedule. Depending on the time of year, Fundraising & Membership Development Committee members should expect to spend around 2 to 4 hours per month on committee work (outside regular committee meetings).

## **Application**

To apply, please send a your résumé along with a letter describing your interest in the position and any relevant skills, education or experience to:

David Alexander, Development Coordinator  
Toronto Vegetarian Association  
17 Baldwin Street, 2nd floor  
Toronto, ON M5T 1L1

email: [dalexander@veg.ca](mailto:dalexander@veg.ca)  
fax: 416-544-9094

For more information about the Toronto Vegetarian Association, please visit: [www.veg.ca](http://www.veg.ca)