



Board of Directors Opportunity
Position: FUNDRAISING LEAD, Board of Directors (Volunteer Position)

About TROtt

The Therapeutic Riding Association of Ottawa-Carleton (TROtt) is a registered charity that has been serving children, youth, and adults with physical and intellectual disabilities for over 35 years. Based in south Ottawa, TROtt provides subsidized programming for children and adults with conditions such as cerebral palsy, spina bifida, stroke, acquired brain injuries, multiple sclerosis, sensory integration dysfunction, cognitive delay, Downs Syndrome, visual impairments, and others. We are an employer of CanTRA and Equine Canada certified instructors and coaches, and work with experienced physiotherapists and highly trained volunteers to offer a range of therapeutic equine-assisted services.

About the TROtt Board of Directors

The TROtt Board of Directors is a management board responsible for both the governance of the organization and the managerial oversight of its operations. The Board's members meet monthly, each manage a portfolio of administrative tasks, and take part in project sub-committees. We are currently recruiting a new Director to fill the position of Fundraising Lead.

Key Responsibilities

- Leads and contributes to TROtt projects and takes responsibility for some of the annually assigned tasks
- Is the main point of contact with staff for fundraising and sponsorship opportunities, questions, etc.
- Leads Fundraising business
 - Researches and investigates new donors and grant opportunities
 - Oversees the Fundraising and Sponsorship Committee with brainstorming, planning and implementing fundraising initiatives
 - Attends philanthropy workshops, as appropriate
 - Leads Fundraising events (including, but not limited to: annual fund raising dinner, soliciting corporate sponsorship, etc.)
 - Maintains relationships with existing financial donors
 - Provides fundraising analysis (what is worthwhile?)
 - Runs Christmas Calendar program
 - Runs Christmas Card program

Qualifications

- Ability to work 10 – 20 hours per month on Board projects and initiatives (most work can be done at home)
- Excellent verbal and written communication skills.
- Demonstrated ability to work independently, exercise confidentiality and good judgment.
- Self-starter with strong organizational and time management skills with a strong attention to detail and an ability to prioritize
- Knowledge of the Equestrian Industry an asset

Time Commitment

Each Board member spends approximately 10 – 20 hours/month on their respective tasks (time commitment each month may vary) for the duration of a 1-year term (renewable). The incumbent must attend monthly board meetings in addition to carrying out portfolio activities. Board meetings occur on the evening of the second Tuesday every month.

To apply for this position please send a resume and covering letter to TROtt.BOD@gmail.com.