

Purpose of Job

- To uphold the mission and vision of DONA International
- To govern, establish and oversee policy, direct the activities of leadership, committees and management, and approve all actions pertaining to the business of DONA International
- To promote and represent DONA International to the membership and world at large

Duties/Major Areas of Responsibility

- Provide organizational leadership and advisement
- Formulate and oversee policies and procedures
- Adopt, review and fulfill strategic initiatives
- Determine, regularly evaluate and monitor DONA International's programs and services
- Attend all Board of Director meetings and participate in teleconference meetings
- Provide oversight of the board, committees, management and others involved in the governance, leadership and administration of DONA International's business, finances and programs
- Evaluate committee structure to meet current and future organizational needs
- Submit semi-annual reports pertaining to activities within the respective department(s)
- Ensure necessary resources for the health and development of DONA International

Responsible to

- Members
- Board of Directors

Required qualifications

- DONA certified doula in good standing
- Leadership and management experience, preferred
- Excellent organization and communication skills
- Commitment to serve
- Phone, email and Internet capability
- Other qualifications, specific to individual positions

Duration of appointment

- One (1) three (3) year term

Time needed (per week)

- Variable according to position

Application procedure

1. A resume' or curriculum vitae
2. A one (1) page letter of intent, which covers the applicant's goals for the position, demonstrates a working knowledge of the time commitment and responsibilities of the position; expresses a desire to serve DONA International and explains why the applicant is the right person for the position
3. Reference phone and email contact information for three (3) people who can attest to the applicant's qualifications
4. Disclosure of any potential conflicts of interest should be made with application

Email completed application packet to

- Nominations@DONA.org
- DONA@DONA.org