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

Additional Duties/Major Areas of Responsibility
Meet the required qualifications of a DONA International Board of Director
DONA approved doula trainer in good standing having written her/his own doula workshop curriculum and completed two (2) re-approval periods and taught a minimum of 24 workshops (175 doulas total)
Member of the Education Committee for a minimum of one (1) year, preferred not required
Dual certification as a birth and postpartum doula an asset, not required
Experience with program administration and personnel management
Experience with curriculum development and review
Efficient computer skills, including Microsoft Word and Excel
Oversee DONA International education programs
Oversee the approval of trainer candidates and re-approval of all DONA International approved doula trainers and curricula, and related educational products
Recruit and maintain an active Education Committee
Govern the Education Committee and coordinate the functions of each committee chair and subcommittee

Responsible to:
 Members
 Board of Directors
Required qualifications
DONA certified doula in good standing for one full recertification period
Leadership and management experience, preferred
Excellent organization and communication skills
Commitment to serve Members world-wide
Phone, email and Internet capability
Loyally serve DONA International as a certified doula and member in good standing

Duration of term
One (1) three (3) year term, non-renewable, except for a presidential term

Time needed (per week)
Variable according to position: 5-10 hours

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 if 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 from two (2) professional references and one (1) personal reference who can attest to the applicant’s qualifications
4. Disclosure of any potential conflicts of interest should be made with the application
5. Signed Confidentiality/Non-Disclosure Agreement
6. Signed Social Media Policy and provide public social media information (FB, IG, Twitter, etc.)

Email completed application packet to:

Nominations@DONA.org
DONA@DONA.org