Position Description

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 need
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
Assess the needs of the intercultural doula population and the communities they serve
Explore and establish guidelines for outreach and promotion of DONA International’s mission and vision
Identify issues, explore and establish outreach guidelines, review policies and uphold the mission and vision to make DONA International accessible to all people who choose to become doulas or serve people of multicultural, multiethnic and diverse heritage
Enhance intercultural sensitivity among doulas toward each other and toward clients from diverse cultural, ethnic, and socio-economic groups
Recruit and maintain an active Intercultural Committee
Oversee the activities of the committees and subcommittees of the Intercultural division
Provide consultation for an intercultural perspective on DONA International committees, as needed
Administrator of DONA International Intercultural Facebook Group

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
Phone, email and Internet capability
Other qualifications, specific to individual positions
Education in and/or knowledge of varied cultures, races, ethnic backgrounds and socio-economic experiences
Experience working with intercultural groups
Loyally serve DONA International as a certified doula and member in good standing

Standing Committee Member of
Publications Committee (Review Sub-Committee)
Nominations Committee (Review Sub-Committee)
Membership Committee
Advocacy Committee

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 +/- 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, ect.)

Email completed application packet to
Nominations@DONA.org
DONA@DONA.org