

**Purpose of Job**

To provide guidance and directional leadership to advocacy committee members as the committee seeks to meet the organizational advocacy goals: Health Disparities & Inequities, Insurance Payment, Doula Profession Promotion, Doula Profession Credibility, Research & Data Collection and Legislative Action. The Director is the liaison between the membership, third party organizations, affiliate institutions and the public.

**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**

- Develop committee recommendation in collaboration with committee members and board of directors utilizing research and professional recommendations as well as member feedback and official data.
- Expand and clarify the role of the doula (birth and postpartum) to the public and other organizations/institutions
- Create strategic partnerships with organizations committed to helping DONA International meet its annual advocacy goals
- Represent DONA International at key meetings, conferences and strategy meetings that directly impact DONA International's identified advocacy goals (in-person, telephonic and by assigning a committee member when possible).
- Communicate regularly with the Directors of Membership about all aspects of advocacy projects and progress

**Standing Committee Members include**

President Elect, Intercultural Director and International Development Director

**Responsible to:**

President Elect, Public Relations & Marketing Director and Intercultural Director  
Board of Directors  
Members

### Required Qualifications

Current certified DONA International member in good standing  
Proficient in matters relevant to birth and postpartum professionals  
Knowledge and understanding of DONA International's Standards of Practice and Code of Ethics  
Personnel management or team leadership experience  
Excellent reputation in birth professional and local birth community  
Efficient technology skills, including use of Dropbox and video conferencing  
Knowledge and experience in grant writing (preferred)  
Self-motivated, resourceful, organized, innovative thinker is needed  
Superior Relationship building skills required

### Duration of term

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

### Time needed (per week)

Varies between 6-10 hours per week

### 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 from two (2) professional references and one (1) personal reference who can attest to the applicant's qualifications
4. List of your doula community involvement, connections and contact information
5. Disclosure of any potential conflicts of interest should be made with the application
6. Signed Confidentiality Agreement/Non-Disclosure Agreement

### Email completed application packet to:

Nominations@DONA.org

DONA@DONA.org