

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

Work to maintain the public face of DONA International as a reflection of the vision and mission of the organization

Oversee (volunteers, contractors or staff) marketing campaigns for the organization

Collaborate with contractors, staff, and volunteers to create/carryout marketing initiatives

Respond to requests for information and carry out interviews with media outlets

Recruit and maintain an active Marketing and Public Relations Committee

Oversee the activities of the committees, subcommittees and contractors of the Marketing and Public Relations division

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

Education in and/or knowledge of public relations, marketing and media issues Other qualifications, specific to individual positions

Duration of term

One (1) three (3) year term, non-renewable for one full recertification period

Time needed (per week)

Variable according to position: 10 +/- hours, dependent upon the cycle of activities

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. List of your doula community involvement, connections and contact information
5. Disclosure of any potential conflicts of interest should be made with application
6. Signed Confidentiality/Non-Disclosure Agreement

Email completed application packet to

Nominations@DONA.org

DONA@DONA.org