



## Membership Director Job 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 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:**

- Personnel Management and/or team leadership experience
- Previous experience as a DONA International Ambassador (preferred not required)
- Previous experience as a DONA International Regional Director or Board Director (required)
- Efficient computer skills with Microsoft Word and Excel
- Loyally serve DONA International as a certified doula and member in good standing
- Recruit & maintain an active committee of Regional Directors
- Mentoring Regional Directors while overseeing their individual actions
- Act as a liaison between the Board of Directors and the Regional Directors
- Serve as an administrator on the DONA International Ambassador social media forums
- Determine and evaluate current member needs
- Develop and implement appropriate member services

### **Position Geographic Boundaries:**

- Eastern Division consists of Eastern Canada, Northeastern US, Southeastern US, Midwestern US
- Western Division consists of Western Canada, Western Pacific US, Southwestern US, Mexico/International

### **Responsible to:**

Members  
Board of Directors

## Membership Director Job Description

### 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

### Duration of Term:

One (1) three (3) year 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 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 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 by completing the [Conflict of Interest and Disclosure Form](#)

### Email Completed Application Packet

to: [applyforleadership@dona.org](mailto:applyforleadership@dona.org)

[DONA@DONA.org](mailto:DONA@DONA.org)