



International Development 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:

Increase international awareness of the role of the doula and availability of DONA International certified birth and postpartum doulas
Explore and establish guidelines for outreach and promotion of DONA International's mission and vision
Assess the needs of the international doula population and the communities they serve
Seek to establish strategic international partnerships, promoting the development of culturally appropriate doula training and certification programs
Recruit and maintain an active committee of international Ambassadors.
Oversee the activities of the committees and subcommittees of the International Development division
Provide consultation for an international perspective on DONA International committees, as needed

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
Meet the required qualifications of a DONA International Board of Director
Connections and resources among doulas and/or maternal-child professional communities outside of the United States

BOD original approval: No

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Last revised: 04/17

BOD revision approval: 08/15



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Experience working with international groups and different cultures
Fluent in Spanish or at least one language other than English, preferred not required
Other qualifications, specific to individual positions

Duration of Term:

One (1) three (3) year 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 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. Disclosure of any potential conflicts of interest should be made with application by completing the Conflict of Interest and Disclosure Form and Non-Disclosure Agreement

Any questions about this volunteer leadership opportunity can be directed to applyforleadership@dona.org

Email Completed Application Packet to:

applyforleadership@dona.org
DONA@DONA.org