

About DONA International:

DONA International is the world's first, largest and leading doula certifying organization. When our founders created DONA in 1992, they professionalized the role of the doula. Since then, we have certified more than 12,000 DONA International doulas in more than 50 countries! DONA International's primary function is to provide excellent doula education and certification to a diverse population of doulas worldwide. DONA International promotes the highest quality perinatal support for birthing mothers and their families by setting the standard for doula education and training, and by advocating the research-based benefits of doula care.

We are a nonprofit, 501 C 6 organization, which means that DONA International works only to serve our doulas and members and to carry out our mission. Our organization exists to support doulas professionally and advance our vision of a doula for every person who wants one. This nonprofit model is important to us, and our members tell us it's important to them too. DONA Strives to promote high quality birth, postpartum and community-centered doula support by setting the standard for the doula profession through evidence-based training and certification for doulas of diverse backgrounds.

Vision: A doula for every person who wants one.

Overview:

DONA International is pleased to submit this proposal for services to support our organization's membership strategy, goals, and value propositions. We are looking for a talented Membership Manager to assist management and team members within the Department of Membership.

The Objective:

This position helps DONA International fulfill several objectives:

- Implementing and organizing office tasks in the Department of Membership
- Ensuring the organization's mission and vision are central in the functions of the Department of Membership
- Ensuring action on the Department of Memberships goals: Member engagement and retention

Scope of Project:

The selected independent contractor will:

- Be responsible for the smooth operations of several engagement projects
 - Send welcome note to new members in the Member Center on DONA Connect once a month
 - Support Ambassadors and Regional Membership Chairs (RMC) to host 1-hr Member Meetings online or in-person several times per year, being available to provide technical assistance during online Meetings
 - Work with the Continuing Education Committee Chair to plan 6-7 Member Seminars each year, including scheduling, call for speakers, and speaker selection and communication.
 - Facilitate and host the Member Seminars
- Collaborate with and assist the Regional Membership Chairs in coordinating the function of their regional committees
- Ensure high levels of Membership Team input and feedback, attending Membership Team monthly meeting and compiling report on Ambassador and RMC concerns and questions
- Regularly communicate progress and ideas for the future to the Executive Director and Director of Membership

Reports to:

Director of Membership
Executive Director

Time Commitment:

- A one-year contract will be awarded with the option to renew, should it be deemed necessary and based on performance.
- It is expected that the work will take 10-15 hours per month.

Qualifications:

DONA International is looking for an individual proficient in the following areas:

- Project Management - Demonstrate project management skills and the ability to implement efficient internal processes
- Attention to detail
- Volunteer management - Able to unite groups with diverse opinions to work together to resolve issues and develop new ideas
- Adult education knowledge theory and best practice, distance learning, innovative curriculum and program design, program evaluation and educational technologies
- Possess excellent oral and written communication skills
- Have sound working knowledge of contemporary cloud-based platforms, such as Google Drive, Dropbox, and Zoom, and familiarity with DONA Connect.
- Familiarity with the history, education, practice, research evidence and continuing education for birth and postpartum doulas
- Experience, knowledge and training in birth equity, racial diversity, cultural awareness and cultural sensitivity training is required
- Carry out all responsibilities in accordance to Diversity & Inclusion best practices.

The ideal candidate will possess the following qualities:

- Appreciation for the doula profession
- Interest in birth, postpartum, and the perinatal communities
- Doula experience in birth and/or postpartum
- Previous engagement with DONA International is preferred but not required

Instructions for Submissions:

Independent contractors interested in being considered should submit:

- Introduction letter highlighting relevant experience
- Resume
- At least two examples of prior work
- At least two references

[Apply Here](#)

For any questions, please reach out to dona@dona.org.