

Director of Certification Position 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:

- Oversee and direct the process of DONA International birth and postpartum doula certification and recertification, excluding trainers who are under the purview of the Education Director
- Recruit and maintain an active Certification Committee, excluding trainers who are under the purview of the Director of Education
- Oversee the activities of the committees and subcommittees of the Certification division
- Standing member on the Education Committee, Conference Committee and Grievance Committee
- Review and audit certification packets and process 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
- DONA approved doula trainer, preferred not required
- Dual certification as a birth and postpartum doula an asset, not required
- Member of the certification committee for a minimum of one (1) year, preferred not required
- Other qualifications, specific to individual positions



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Duration of Term:

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

Time Needed (Per Week):

Variable according to position: 15 +/- 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. 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:

applyforleadership@DONA.org

DONA@DONA.org