

Director of Communications 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:

- 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 Communications Committee
- Oversee the activities of the committees, subcommittees and contractors of the Communications division

Responsible to:

Members

Board of Directors

Required Qualifications:

- DONA certified doula in good standing for one full recertification period
- Experience, knowledge, training and facilitation skills in the areas of birth equity, cultural diversity, cultural awareness, and/or cultural humility is strongly preferred
- 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:



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

Time Needed (Per Week):

Variable according to position: 5 +/- 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. Disclosure of any potential conflicts of interest should be made with application by completing the Conflict of Interest and Disclosure Form

[Apply Here](#)

If you have any questions regarding this position, its requirements, or anything else, please feel free to email applyforleadership@dona.org.