

Director, Division of Organizational Development



Revised at the Midwives Alliance Board Meeting
May 2018

Responsibilities

The Director of the Division of Organizational Development has eight key areas of responsibility

- leadership and optimization of MANA as a nonprofit organization
- organizational communication
- business contracts, sales and marketing
- building strategic partnerships
- grant writing
- membership recruitment and retention
- managing organizational change

The Director of the Division of Organizational Development is responsible for developing a robust business model for the organization with sustainable resources to support MANA's mission, vision and goals.

The Director will:

- be a current voting member of MANA
- attend phone, virtual, and in-person Board meetings, and annual conference
- promote the mission, vision, and goals of MANA from a business perspective
- assist in securing resources to support the organization
- develop a diverse and inclusive leadership and membership recruitment and retention program with appropriate mentorship opportunities
- assess organizational strengths, weaknesses, and opportunities, and assist in focusing strategic direction
- resolve conflicts and identify systemic factors that allow conflicts, chaos, or disorganization to occur
- oversee organizational core documents and updates to these documents
- develop merchandise and a marketing strategy with the Director of Events
- increase membership
- verify and recruit members at annual conference

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- oversee the following committees:
 - Sales and Merchandising Development Committee
 - Fundraising Committee
 - Membership Committee
 - Nominations and Elections Committee
 - ad hoc Committees as needed

Preferred Skill Set

Previous nonprofit board experience or volunteer experience for an organization with similar goals as MANA is preferred, but not required. Persons seeking this position will actively pursue, appreciate and mentor the broadest cultural and geographic diversity to the Board, and have knowledge of and commitment to cultural safety and competency. Additional preferred skills include: strategic planning, priority setting, understanding organizational systems, innovation, creativity, agility with the consensus process, Board leadership development skills.

Commitment

The amount of time that members spend on MANA Board work ranges from 0 to 15 hours per week depending on the time of year and projects they are involved in. Board members are expected to follow through with deadlines and commitments made, with the understanding that we are all practicing midwives.

