



Position Description and Application Process

Treasurer/CFO Executive Committee

Organizational Structure

NFDEM is a nonprofit organization with 501c6 status rooted in biblical principles. We recognize that God's Word is the ultimate authority that governs our Mission, Vision, and Goals.

Mark 12:17: "And Jesus answering said unto them, Render to Caesar the things that are Caesar's, and to God the things that are God's. And they marveled at him."

Work Environment

At NFDEM, we value all members. We strive to create a Christ-centered work environment and uplift and celebrate our members' accomplishments.

Ephesians 4: 1-3: "I beseech you that ye walk worthy of the vocation wherewith ye are called, 2 With all lowliness and meekness, with longsuffering, forbearing one another in love; 3 Endeavouring to keep the unity of the Spirit in the bond of peace."

The following five **Tenants of Teamwork** will guide our decision-making process whenever we are called to make leadership decisions, including staff appointments or conflict resolution.

Shared commitment: Members are committed to achieving the Mission, Vision, and Goals of NFDEM. Members are accountable for remaining positive and productive, adhering to required standards, processes, and protocols. > *Proverbs 16:3: "Commit your works to the Lord, and your plans will be established."*

Open communication: Members are encouraged to engage in open dialogue to achieve our Mission, Vision, and Goals. > *Ephesians 4:29: "Let no corrupt communication proceed out of your mouth, but that which is good for the use of edifying, that it may minister grace unto the hearers."*

Valuing each other: Members should work to uplift each other with humility, acknowledging the equal value of each member to the body of Christ and this organization. > *Philippians 4:6: "Do nothing from rivalry or conceit, but in humility count others more significant than yourselves."*

Constructive disagreement: When issues need correction, members use specific, factual information to provide actionable suggestions for improvement. > *Colossians 4:6: "Let your speech always be gracious, seasoned with salt, so that you may know how you ought to answer each person."*

Safety: Members must report unethical behavior or behavior violating our Mission, Vision, and Goals without fear of retribution. > *2 Timothy 1:7: "For God gave us a spirit not of fear but of power and love and self-control."*

Job Title	Treasurer/CFO
Reporting Structure	The Treasurer reports to the Board of Directors by a 2/3 majority vote.
Location	Both virtual and in-person, by organizational business requirements and bylaws.



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Treasurer/CFO ***Executive Committee***

Job Summary/Objectives/Responsibilities/Duties

The Treasurer serves as the Chief Financial Officer and is a member of the Board of Directors and the Executive Committee. This role ensures the organization's financial health and includes accounting, financial management, and overall oversight of the nonprofit's finances.

Responsibilities:

- Manage the nonprofit's finances, ensuring adequate funds to operate.
- Handle "accounts receivable" and "accounts payable."
- Guide the board on the organization's financial policy.
- Make financial decisions and prepare financial statements.
- Prepare and submit all tax filings.
- Oversee staff as designated by the bylaws.
- Serve as the financial liaison and ensure compliance with all relevant laws.
- Communicate the financial standing during business meetings and as needed.
- Develop and manage the budget in collaboration with the Board of Directors.
- Identify and mitigate financial risks, such as fraud, theft, and non-compliance.
- Uphold the organization's Mission, Vision, and Goals.

This position involves coordination and communication with other staff members and community or philanthropic sector members with whom the nonprofit interacts.

Qualifications/Skills/Education/Experience

Qualities:

- Financial literacy
- Dedication
- Hard work
- Leadership

Skills:

- Time management
- Organizational growth
- Event planning
- Relationship building
- Good communication
- Strong organizational skills
- Availability to work long hours
- Staffing and conflict resolution

Education and Experience:

- High school diploma or equivalent; higher education preferred.
- Holds the **Certified Direct-entry Midwife (CDEM)** credential.



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- Personal and professional experience in hiring, human resources, client interfacing, conflict resolution, leadership, and problem-solving.

Salary/Benefits

- Initial appointment: 2024-2025; subsequent appointments are for three years, beginning in 2026.
- Full voting rights under the bylaws.
- Volunteer role.
- Reimbursement for expenses incurred while performing CFO duties, including travel, meals, hotel stays, and out-of-pocket costs.

Reimbursements and monetary advancement procedures are outlined in the bylaws under the financials section.

Application instructions

- Resumes are submitted by July 31 of the current fiscal year to midwifery
 - Submit your resume via email to MidwiferyFellowship@nfdem.org
 - Type **RESUME ATTACHED** in the subject line to flag your application for consideration.
- The election process occurs between August and December.

Election process and timeframe

Board of Directors

- Resumes must be submitted by July 31.
- Presentation to the Board of Directors by August 31.
- Closed-door debate and vote by September 30.
- The top three candidates advance; if fewer, the remaining candidates advance or notify members for additional resumes.
- Resumes will be posted for member vote by November 30.
- Election by majority vote; new members announced by December 31.
- Onboarding will be completed by January 31 of the next fiscal year.

If a member of the Board of Directors' position becomes vacant outside the usual process, this triggers the Special Election Process. The Special Election Process is that the Board of Directors may accept resumes, interview candidates, debate, and appoint a new member by majority vote. That member will serve until time has been permitted to complete the above process for voting in new members to the Board of Directors.

Organizational Contact information

Email: midwiferyfellowship@NFDem.org

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www.midwiferyfellowship.org