



Position Description and Application Process

President and CEO, Executive Committee

Organizational Structure

NFDEM is a nonprofit organization with 501c6 status rooted in Judeo-Christian 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 **Tenets 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	President and CEO, Executive Committee
Reporting Structure	The President 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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Job Summary/Objectives/Responsibilities/Duties

The President and CEO is responsible for providing leadership and overall management in carrying out the purpose and policies of the organization as established by the Board of Directors. This includes:

- **Strategic Leadership:** Developing and implementing long-term strategies to achieve the organization's goals.
- **Financial Management:** Overseeing the organization's financial health, including budgeting, financial planning, and ensuring compliance with legal requirements.
- **Community Engagement:** Building relationships with community organizations, stakeholders, and the public to promote the organization's mission.
- **Operational Oversight:** Managing day-to-day operations, ensuring efficient and effective use of resources.
- **Staff Development:** Recruiting, training, and supervising staff to ensure they are well-equipped to perform their duties.
- **Fundraising:** Leading fundraising efforts to secure the necessary resources for the organization's activities.
- **Policy Implementation:** Ensuring adherence to organizational policies and procedures.
- **Ethical Standards:** Upholding the highest ethical standards and serving as a role model for the organization.
- **Credentialing Compliance:** Ensure CDEM credential compliance with the rigorous standards set by this organization and to which the requirements of the NCCA.

> *Matthew 20:26:* "But among you, it will be different. Whoever wants to be a leader among you must be your servant."

Qualifications/Skills/Education/Experience

Qualifications and Skills

- **Leadership Skills:** Ability to provide strategic direction and inspire others.
- **Financial Acumen:** Strong understanding of financial management and budgeting.
- **Communication Skills:** Excellent verbal and written communication skills.
- **Problem-Solving Abilities:** Capable of addressing and resolving issues effectively.

Educations and Experience

- **Experience:** Previous experience in nonprofit management, fundraising, and community engagement is highly valued.
- **Education:** Must hold a high school diploma or equivalent, and must hold the Certified Direct-entry Midwife (CDEM) credential.

Appointment/Salary/Benefits

- Initial appointment from 2024 to 2027; subsequent appointments are for three years.
- Full voting rights under the bylaws.
- Serves in a volunteer role.
- Receives reimbursement for expenses incurred while performing CEO duties.

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



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Application instructions

- Resumes are submitted by July 31 of the current fiscal year to midwifery
 - Submit your resume via email to MidwiferyFellowship@nfдем.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

Annual Elections of the Board of Directors:

1. Resumes must be submitted to the Secretary by candidates on or before the 31st day of July.
2. Resumes are forwarded to the Board of Directors via email correspondence on or before the 1st day of August.
3. For candidate consideration and vote, a special meeting including the Board of Directors will be held on or before the 31st day of August.
4. As deemed by quorum in the special meeting, the top three candidates are advanced; if fewer than three candidates are identified by the Board of Directors, the remaining candidates may be advanced, or as deemed appropriate by quorum, a plea to the members for additional resumes may be communicated.
5. Qualified candidate resumes, along with voting instructions, will be posted on the members page of the organization's website for member vote on or before the 1st day of September.
6. Members have from September 1st through September 30th to vote on their selection of candidates for upcoming vacant and expiring positions.
7. Voting closes at midnight on the 30th day of September.
8. The Board of Directors shall certify the elected officers at the annual meeting in the last quarter of each calendar year (sometime in October-December).
9. Newly elected officers will be posted on the organization roster, website, and all media by January 1 of each year.
10. The Secretary shall update all legal documents with the newly elected officers on or before the 31st day of January each year.
11. Onboarding will be completed on or before the 31st day of January each calendar year.

Special Election: In the event that a position on the Board of Directors becomes vacant outside the usual process, this triggers the Special Election Process. The Executive Committee may solicit resumes from the body of members, interview candidates, debate, and appoint, by quorum, a new member of the Board of Directors. That member will serve until the usual election process can be completed for voting in new members to the Board of Directors.

Organizational Contact information

Email: midwiferyfellowship@NFDEM.org Phone (844) 400-CDEM Fax (000) 000-0000

www.MidwiferyFellowship@NFDEM.org