

## **DelftMaMa Job Description: Vice Chairperson**

**Job Title:** Vice Chairperson, (currently) un-paid

**Job Location:** Delft, and surrounding area

**Full / Part Time:** Part-Time

**Regular / Temporary:** Regular

**Closing Date:** Rolling applications accepted

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### **About DelftMaMa**

DelftMaMa is an organization for maternity assistance for international families in Delft and the surrounding area. We provide information and support for women who are awaiting a baby far away from their homeland. Founded in 2007 DelftMaMa has nearly a decade worth of self-organized one-time events, fairs, bbq's and regular meetings like playgroups and mama's night out in the city. We currently host Playgroups, both for babies and toddlers, Toy fairs, Workshops and Information Evenings.

We are a strong group of kind, dedicated and active members who are working towards inclusion and want to make Delft their own and their families new home.

There is huge opportunity for this organization to grow, and we are seeking passionate and energetic people to join our team and grow with us.

### **Position Summary**

We are looking for someone who supports the Chair person in coordinating Delft MaMa. This means bringing together volunteers to organize all of Delft MaMa's events and activities as a team. You will support the Chair person in networking with the local community and other relevant organizations to expand the organization's reach. Alongside the Chair person, volunteers and the Board, you will help shape Delft MaMa's strategic priorities and ensure that the organization continues its work for the community.

### **Job Duties & Responsibilities**

- Work closely with the Chair to implement the strategic vision for Delft MaMa
- Engaging with the Board and provide overarching guidance to implement the strategic vision for Delft MaMa
- Acts for the Chair if is not available

- Undertakes assignment as the request of the Chair
- Help the chair to develop a detailed plan for the organization in the coming year and metrics to monitor and track progress
- Be present to (quarterly) meetings with the Board and volunteers
- Helps the Chair to successfully manage relationships with other organizations, relevant local bodies, and sponsors.
- Support the Chair in fundraising efforts and the financial wellness of the organization
- Support the Chair in maintaining relevant records for the association
- Support the Chair to raise the profile of Delft MaMa together with the Communication and Outreach coordinators.

## Requirements

- You are energetic, a creative thinker and ready for a leadership challenge. Your enthusiasm is infectious, and you empower the volunteers within the organization.
- You are keen to contribute positively to the community via a volunteer leadership position and committed to pursuing the best interests of the organization.
- You think strategically and can move the organization forward with a longer-time perspective in mind.
- You are respectful and possess cultural awareness and sensitivity. You are moreover compassionate, enthusiastic, proactive and pragmatic, and capable of problem solving with diplomacy.
- You have good interpersonal and organisational skills/planning skills along with great communication skills.
- You have experience with leadership positions, project management, non-profits etc - relevant experiences will be considered an asset.

## So what's in it for me?

Although there's currently no financial benefit associated with taking on the extra responsibility of being a **Vice Chair**, there are some tangible benefits:

- Be able to have a clear and positive impact on our Delft MaMa community
- You will be helping to guide the decision making process of Delft MaMa– which gives you both influence and responsibility
- Skill up your leadership, organisational and communication skills
- Become a central source of advice for best practice in non profit organizations

**Thank you for your application.** Please email your CV and cover letter to [hr@delftmama.nl](mailto:hr@delftmama.nl)

