Down Syndrome Association of Brazos Valley

4001 e 29th Street Suite 190 Bryan, TX 77802 979-446-8259

Director of Operations: Application

Name: _____ **Phone:**_____

Address: _____

Email: _____

Position:

Full-time Director of Operations to the Down Syndrome Association of the Brazos Valley

Mission of DSABV: To equip our members with the tools and experiences that will lead them to their highest level of independence and productivity and to support the families therein. Additionally, to enhance public awareness and promote acceptance of the abilities and gifts of people with Down syndrome.

Primary Responsibilities of the Director include:

- Office Management
- Program Development
- Education
- Public Awareness
- Volunteer Management
- Data Base, Social Media Management, and Public media
- Fundraising
- Budget Management
- Board Support
- Miscellaneous

Qualifications:

The Director of Operations will be thoroughly committed to DSABV Nonprofit's mission. Evidence of leadership and office management, concrete demonstrable experience and other qualifications include:

- College degree preferred or equivalent experience
- Commitment to quality programs and program evaluation
- Excellence in organizational management with the ability to coach staff, work with

teachers, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Strong marketing, public relations, and fundraising abilities
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

Applications accepted now.

Please email all applications to: ***ed@dsabv.org***

A complete application will include:

1. *This application and questionnaire*
2. *Your current resume*
3. *A list of two references (preferably include at least one professional), with contact information*

Incomplete applications will not be considered. We are looking to fill this position as soon as possible.

QUESTIONNAIRE

Answers should be no more than 200 words per question:

1. Why are you interested in the Director of Operations position?

2. What is your definition of a leader? What qualities are necessary for a good leader to possess? How do you exemplify these qualities?

3. What personal skills do you possess that would enable you to do this job well? Please include any experiences, activities, or positions you have had that you feel qualify you for the Director of Operations position.

4. Rate your experience using the scale: Low □----------□Hi
   a. Program management 0 ----- 1 ----- 2 ----- 3 -----4 ----- 5
   b. Event planning 0 ----- 1 ----- 2 ----- 3 -----4 ----- 5
   c. Working with the public 0 ----- 1 ----- 2 ----- 3 -----4 ----- 5
   d. Fund raising 0 ----- 1 ----- 2 ----- 3 -----4 ----- 5
   e. Non-profit work 0 ----- 1 ----- 2 ----- 3 -----4 ----- 5
   f. Human Relations 0 ----- 1 ----- 2 ----- 3 -----4 ----- 5
   g. Special Needs work 0 ----- 1 ----- 2 ----- 3 -----4 ----- 5

Comments/Elaborations:

5. Rank order the following according to your strengths

   a. _____Program management
   b. _____Event planning
   c. _____Working with the public
   d. _____Fundraising
   e. _____Non-profit work
   f. _____Human Relations

6. Tell us something more about you we should know.