DOWN SYNDROME
ASSOCIATION
OF BRAZOS VALLEY

Down Syndrome Association of Brazos Valley
Director of Operations

The Down Syndrome Association of Brazos Valley is looking for an enthusiastic and talented leader to serve as its full-time Director of Operations. The candidate selected will manage daily operations, educational and other programs, fundraising and other activities designed to advance the DSABV's mission.

Our mission is 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, we aim to enhance public awareness and promote acceptance of the abilities and gifts of people with Down syndrome.

Qualifications:

- College degree or equivalent experience preferred.
- Nonprofit management experience preferred.
- Commitment to quality programs and program evaluation.
- Excellence in organizational management with a proven ability to manage and mentor staff and volunteers to a high level of performance; ability to set and achieve strategic objectives and manage a budget.
- Strong marketing, public relations and fundraising abilities.
- Strong written and verbal communication skills, including confident public speaking; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovate approach to planning.
- Ability to work collaboratively and effectively with diverse groups of people.
- Passion, idealism, integrity, mission-driven, and self-directed.

Primary responsibilities include:

- **Enthusiastic devotion to our members and mission**
    - Approach all interactions with our members with Down syndrome, their families, volunteers, and our community stakeholders and supporters with respect, professionalism, and a positive, can-do attitude.
    - Patience, acceptance, and the ability to juggle multiple tasks and personalities with a smile are paramount.

- **Fundraising / event management**
    - Manage committees that assist with fundraising events, such as Buddy Walk, the annual gala, direct-mail programs and others. Conceptualize and implement special events in an efficient, cost-effective manner in line with the organization's goals. Develop and strengthen relationships with major donors, foundations and corporate sponsors, including prospects. Research various local, state and national grant opportunities. Write and submit grant proposals.

- **Education program development and management**
    - Oversee the growth and coordination of all DSABV education programs and services.
    - Manage special event committees to ensure that programs and services are in line with cost projections, the strategic plan and DSABV mission.
    - Assist local schools better serve students with Down syndrome. Provide support materials to new parents of children with Down syndrome.
    - Manage all educational workshops, including member attendance and participation. Promote awareness of Down syndrome among medical professionals.
    - Develop and manage other services and programs, such as those for new parents, camp stipends, social activities and gatherings.
    - Develop print resources for doctors, etc. to put on websites for new members/existing members. Referral program.
- **Database development and maintenance**
    - Ensure that the organization's database is organized and updated in a timely manner. This includes all past and present members, donors and other stakeholders of the DSABV. Implement clean-up projects and research potential technological upgrades. Manage database vendors. Ensure that appropriate personnel are trained on database operations.
- **Marketing, public awareness and media relations**
    - Enhance the public's awareness of the DSABV's presence, mission and activities. Promote public awareness to foster positive attitudes regarding people with Down syndrome. Engage with national Down syndrome organizations. Develop relationships and work with local partner organizations that also serve people with special needs.
    - Manage and oversee the organization's website, social media, newsletters and other digital and print media to communicate with members, enhance awareness and recruit new members and donors.
- **Office management**
    - Oversee duties of volunteers, and other personnel, and delegate duties as needed. Manage office space, equipment, work time, policies, procedures, and staff development.
- **Staff and volunteer management**
    - Manage part-time staff and volunteers.
    - Assist volunteer committees to implement and oversee a process for identifying volunteer needs, recruitment, orientation and utilization of support. Implement a system for retention and recognition that motivates a diverse and top-quality volunteer base, including Texas A&M, Blinn and local high school students.
- **Financial management**
    - Work with the bookkeeper and treasurer to develop and present an annual budget. Manage budget to keep net income in line with the strategic plan. Approve all DSABV expenses for budgeted programs and events in cooperation with appropriate board members.
- **Board support**
    - Provide administrative, consultative, and strategic support to the board of directors and subcommittees to facilitate efficient implementation of the strategic plan. Attend board meetings. Facilitate the nomination and election process of new board members. Assist in the continuous

planning activities of the board supporting the strategic plan and direction. Assist committee chairs to recruit volunteer members.

- **Hours**
  The Director of Operations must be able to work a flexible schedule, including some nights and weekends as needed for programs, events, and committee meetings. In person office hours are required, with occasional opportunity for remote work.

If you have the desire, drive, knowledge and experience to lead the Down Syndrome Association of Brazos Valley with guidance from its board of directors, we want to hear from you! Email the following documents to Darla Dyke, ed@dsabv.org and copy Amanda Bennett, abennett@dsabv.org

HOW TO APPLY

Please submit a cover letter and a resume via email to ed@dsabv.org with "Director of Operations" in the subject line. Add the following-

1. Your resume.
2. At least two references, one of which should be a professional reference.
3. The DSABV application and questionnaire

Incomplete applications will not be considered.

Application deadline is December 15, 2026.

The Down Syndrome Association of Brazos Valley is an Equal Opportunity Employer. All qualified candidates are encouraged to apply.