

<b>Job Title</b>	Executive Director
<b>Employer/ Agency</b>	Down Syndrome Association of Houston
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Responsible for planning, organization, and direction of the organization's operations and programs</li> <li>• Oversee all fundraising activities, including grant writing and administration, special event fundraisers, major gifts, annual campaigns, membership drives, and donor relations</li> <li>• Provide leadership and manage the efforts of staff, student interns, and volunteers</li> <li>• Responsible for all hiring practices</li> <li>• Develop and expand new and existing programs</li> <li>• Draft and manage the annual budget and serve as the primary fiduciary agent of the organization</li> <li>• Implement and monitor consistent policies, procedures, operations metrics, and quality improvement activities</li> <li>• Develop and implement the organization's policies, procedures, and internal controls</li> <li>• Implement and monitor quality improvement and assurance processes</li> <li>• Represent and promote the organization at external events, speaking engagements, and in the mediums of television, radio, and print</li> <li>• Other duties as defined by the Board of Directors</li> </ul>
<b>Qualifications</b>	<p><b>Education:</b> Bachelor's degree in public or business administration, social work, non-profit management, or related field</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Two or more years of non-profit experience</li> <li>• Two or more years of leadership experience, preferably in a non-profit organization</li> <li>• Experience in donor solicitations, grant writing and administration, and special event fundraising</li> <li>• Fluent in Microsoft 365, QuickBooks, and database entry</li> <li>• Experience in managing a budget</li> <li>• Experience in program design and management</li> <li>• Organized, flexible, collaborative, problem-solver</li> <li>• Bilingual English/Spanish preferred</li> </ul>
<b>Salary/Hours</b>	DOE
<b>Address</b>	7115 West Tidwell Road Building K/Suite 109
<b>City, State, Zip</b>	Houston, TX 77092
<b>Contact Person</b>	Glenn Urbach
<b>Telephone Number</b>	832-724-8093
<b>Email Address</b>	glenn.urbach@dsah.org
<b>Application Method</b>	Email cover letter, resume, and salary requirements to glenn.urbach@dsah.org
<b>Opening Date</b>	Immediately

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