



Executive Director

Down Syndrome Partnership of North Texas (DSPNT)

Reports to: Board of Directors

Supervises: DSPNT Staff and Program Personnel

Status: Full-Time, Exempt

Position Summary

The Executive Director serves as the chief executive and organizational leader of the Down Syndrome Partnership of North Texas (DSPNT), providing strategic leadership and overseeing the organization's mission, programs, fundraising, operations, financial management, communications, community partnerships, and staff.

The Executive Director works closely with the Board of Directors to establish and advance the organization's strategic direction while ensuring that DSPNT remains financially sustainable, operationally effective, mission-driven, and responsive to the evolving needs of individuals with Down syndrome and their families throughout North Texas.

The Executive Director serves as a primary ambassador for DSPNT, developing relationships with families, donors, corporations, foundations, healthcare professionals, educational institutions, community organizations, government representatives, media, and national Down syndrome organizations.

Essential Responsibilities

Strategic Leadership & Organizational Management

- Provide overall leadership and direction for the organization's programs, services, operations, and strategic initiatives.
- Partner with the Board of Directors to develop, implement, and evaluate organizational goals, strategic priorities, policies, and long-term plans.
- Translate the organization's mission and strategic priorities into measurable programs, initiatives, and operational objectives.
- Identify emerging needs within the Down syndrome community and develop opportunities for DSPNT to expand its impact.
- Ensure organizational activities remain aligned with DSPNT's mission, values, bylaws, policies, and legal and ethical requirements.
- Represent DSPNT at community, professional, educational, healthcare, nonprofit, and national Down syndrome events and meetings.
- Maintain relationships with national and regional Down syndrome organizations and participate in broader initiatives that strengthen services and advocacy for people with Down syndrome.



Board Relations & Governance

- Serve as the primary staff liaison to the Board of Directors.
- Prepare and present regular reports regarding organizational activities, finances, programs, fundraising, opportunities, challenges, and strategic priorities.
- Support effective board governance, engagement, recruitment, orientation, and committee activities.
- Coordinate board member participation in community meetings, conferences, fundraising activities, travel, and organizational initiatives.
- Provide the Board with timely information and recommendations necessary for effective oversight and decision-making.
- Support compliance with organizational bylaws, policies, and governance requirements.

Fundraising & Development

- Provide leadership for the organization's overall fundraising and development strategy.
- Develop and maintain relationships with individual donors, corporate partners, foundations, sponsors, community leaders, and other funding sources.
- Oversee the full grant lifecycle, including prospect research, proposal development, budgets, reporting, stewardship, and relationship management.
- Develop and manage corporate sponsorship opportunities and strategic community partnerships.
- Lead fundraising campaigns and oversee DSPNT's annual fundraising events and third-party fundraising relationships.
- Develop strategies to diversify revenue and strengthen the organization's long-term financial sustainability.
- Cultivate major donors and prospective supporters and participate in donor solicitation and stewardship.
- Work with board members and volunteers to identify and cultivate new fundraising and partnership opportunities.

Special Events

- Provide strategic and operational oversight of DSPNT's major fundraising events and community activities.
- Develop event budgets, sponsorship opportunities, timelines, marketing strategies, and revenue goals.



- Recruit and cultivate sponsors, vendors, volunteers, committees, and community partners.
- Oversee event communications, logistics, participant engagement, and post-event stewardship.
- Evaluate event performance and identify opportunities for growth, improved participant experience, and increased revenue.
- Oversee multiple annual fundraising initiatives, including the Step Up Walk, Our Special Heroes Golf Benefit, Bubbles, Boots & Bingo/Galentines celebration, and other fundraising or community events.

Financial Management

- Provide oversight of the organization's financial operations in partnership with the Board Treasurer and financial professionals.
- Develop and monitor the annual organizational budget and departmental/program budgets.
- Monitor revenue, expenses, cash flow, fundraising performance, and financial controls.
- Provide regular financial reports and recommendations to the Board of Directors.
- Work with staff and financial professionals to ensure accurate accounting, reporting, and compliance.
- Oversee banking, accounts payable/receivable, fundraising revenue, contracts, and other financial processes.
- Coordinate organizational audits and maintain appropriate financial records and internal controls.
- Ensure appropriate financial reserves and responsible stewardship of organizational resources.

Program Development & Evaluation

- Provide leadership and oversight for DSPNT's programs and services across the lifespan, from prenatal diagnosis and early family support through adulthood.
- Evaluate existing programs and identify opportunities for expansion, improvement, and innovation.
- Develop partnerships with healthcare providers, schools, universities, employers, community organizations, and other professionals to expand services and opportunities.
- Support programs focused on education, advocacy, family support, independent living, employment, social development, health and wellness, and community inclusion.



- Monitor program participation, outcomes, and community impact.
- Use participant and stakeholder feedback, program data, and community needs to guide program development.
- Pursue funding opportunities that allow DSPNT to expand services and reach additional individuals and families.

Staff Leadership & Human Resources

- Recruit, hire, supervise, develop, and evaluate staff.
- Provide leadership, coaching, professional development, and accountability for employees.
- Establish clear responsibilities, performance expectations, and organizational priorities.
- Foster a collaborative, inclusive, respectful, and mission-driven workplace culture.
- Manage staffing levels and organizational structure in response to program growth and operational needs.
- Ensure compliance with applicable employment laws, organizational policies, and ethical standards.
- Support staff in achieving professional and organizational goals.

Community Relations, Advocacy & Partnerships

- Serve as a visible spokesperson and ambassador for DSPNT.
- Build and maintain relationships with families, healthcare providers, educators, employers, community leaders, donors, media, and nonprofit partners.
- Promote awareness, acceptance, inclusion, and opportunities for people with Down syndrome.
- Participate in community outreach, advocacy initiatives, professional presentations, conferences, and public events.
- Develop strategic partnerships that expand resources and opportunities available to individuals with Down syndrome and their families.
- Represent DSPNT's interests and perspectives within the broader Down syndrome and disability communities.

Communications & Public Relations

- Oversee the organization's communications and public relations strategy.
- Develop and approve organizational messaging, public statements, newsletters, social media content, outreach materials, and other communications.



- Ensure consistent messaging that reflects DSPNT's mission and values.
- Cultivate relationships with local and regional media.
- Promote organizational programs, events, accomplishments, funding opportunities, and community impact.
- Oversee digital communications and community engagement across appropriate platforms.

Compliance, Risk Management & Organizational Operations

- Ensure DSPNT operates in compliance with applicable federal, state, and local laws, regulations, nonprofit requirements, and organizational policies.
- Work with legal, accounting, insurance, and other professional advisors as needed.
- Oversee contracts, leases, insurance, facilities, vendors, technology, and other organizational operations.
- Identify organizational risks and develop appropriate policies, procedures, and safeguards.
- Maintain appropriate records and documentation.
- Ensure the organization maintains appropriate infrastructure to support continued growth.

Qualifications

- Bachelor's degree in nonprofit management, business administration, communications, public relations, social services, or a related field preferred.
- Significant nonprofit leadership and management experience.
- Demonstrated success in fundraising, donor development, grant writing, corporate partnerships, and/or special events.
- Experience managing budgets and organizational financial operations.
- Experience supervising and developing staff.
- Strong understanding of nonprofit governance and Board of Directors relationships.
- Excellent written, verbal, interpersonal, and public speaking skills.
- Demonstrated ability to develop and maintain strong community partnerships.
- Strong organizational, strategic planning, problem-solving, and project management skills.
- Ability to manage multiple priorities and work effectively in a fast-paced, mission-driven environment.
- Commitment to inclusion, self-advocacy, independence, and quality of life for individuals with Down syndrome.



Key Competencies

- Strategic Leadership
- Fundraising & Revenue Development
- Board & Governance Partnership
- Financial Management
- Staff Leadership & Development
- Program Development
- Community Engagement
- Corporate & Foundation Relations
- Public Speaking & Communications
- Relationship Building
- Strategic Partnership Development
- Event Management
- Advocacy
- Problem Solving & Decision Making
- Organizational & Project Management