

Position Title: Association Manager
Reports To: Metro Detroit USBC Board
Status: Exempt/Salary

Position Summary:

The Association Manager is the key Operations leader of the Metro Detroit USBC (MDUSBC). Responsible for overseeing the operations of the association, providing administrative support and the coordination of services necessary to comply with USBC bylaws and policies. Duties may require working evenings and weekends as necessary.

Supervised by:

Reports to and is selected/hired by the MDUSBC Board. Association Manager reports to the board on a regular basis; to national as required, and requested; and to the membership at least once a year at the annual meeting.

Supervises:

- Staff is hired by and reports directly to Association Manager.
- Association Manager receives reports from committee chairs.
- Volunteers assigned to support MDUSBC Operations and Events will report to the Association Manager for those tasks assigned by the Association Manager or MDUSBC Board.

Duties and Responsibilities:

In addition to the mandatory requirements in the USBC Bylaws and USBC Association Policy Manual, the duties and responsibilities of this position include, but are not limited to the following:

Board Governance:

- Works with the board in order to fulfill the organization's mission.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information for the Board to function properly and to make informed decisions. This includes minutes of board and committee meetings as directed by the MDUSBC Board.
- Implements directives of the MDUSBC Board.

Financial Performance and Viability:

- Responsible for the fiscal integrity of the Metro Detroit USBC, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Develops resources sufficient to ensure the financial health of the organization.
- Responsible for the fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization and maintenance of the organization in a positive financial position.

Organization Mission and Strategy:

- Works with board and staff to ensure that the mission is fulfilled through programs and strategic planning.
- Responsible for implementation of Metro Detroit USBC's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that Metro Detroit USBC can successfully fulfill its mission into the future.
- Responsible for the enhancement of Metro Detroit USBC's image by being active and visible in the bowling community and by working closely with other bowling entities. This includes professional organizations such as bowling center proprietor groups and individual bowling center proprietors and managers.

Organization Operations:

- Responsible for hiring and retention of competent, qualified staff.
- Responsible for effective administration of Metro Detroit USBC operations:
 - i. Membership and awards processing.
 - ii. Maintaining averages and yearbooks.
 - iii. Tournament Manager of all MDUSBC Tournaments.
 - iv. Responsible for organizing tournaments, clinics and other special events.
- Oversee public relations campaigns:
 - i. Press releases
 - ii. E-mail blasts
 - iii. Website maintenance
- Responsible for signing all notes, agreements and other instruments made and entered into and on behalf of the organization in accordance to MDUSBC Board approval / discretion.

Required Skills and Abilities

Professional Qualifications:

- Knowledge of bowling and USBC rules
- Management
- Customer service
- Office and organizational skills
- Basic computer skills
- Experience with processing USBC memberships, Intuit QuickBooks, Microsoft Word and Microsoft Excel preferred
- Required good standing through the Registered Volunteer Program (RVP) prior to employment offer and maintained throughout length of employment

Educational requirements:

- High School Diploma

Other requirements:

- Ability to oversee volunteers while working in the office or at tournaments
- Some travel within state and out of state may be required
- Organizational and Time Management: Ability to plan and execute projects and tasks while meeting deadlines and quality standards
- Demonstrated business management skills (finance, marketing, selling programs, organization, planning)
- Knowledge of bowling and USBC rules
- Demonstrated customer service skills
- Transparent and high integrity leadership
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Skill to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills internally / externally
- Ability to interface and engage diverse groups
- Strong public speaking ability

Salary / Benefits:

Salary range is \$55,000 - \$75,000 per year commensurate with experience and other qualifications. Moving expenses negotiable. Quality benefit package includes health, life insurance, short-term disability and Simple IRA match. Performance incentives will be evaluated annually post training period.

Interested parties must submit their resume to Mark.Martin@MDUSBC.com