



Madison Area USBC Association Manager

Position Summary:

The Association Manager is responsible for overseeing the operations of a 501(c) (3) nonprofit association, providing administrative support and the coordination of services necessary to comply with USBC bylaws and policies and may require working evenings and weekends. Duties include processing memberships, conducting tournaments, and organizing and retaining records and financials.

Supervised By:

Reports to and is selected/hired by the Madison Area USBC Board of Directors, who will allocate additional human and financial resources on a task basis as necessary. The Association Manager reports to the Board of Directors on a regular basis (at least quarterly); to the national organization as required; and to the membership at least once a year.

Supervises:

Volunteers assigned to support the Association Manager will report to the Association Manager for those tasks assigned by the Association Manager or association board.

Duties and Responsibilities:

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

- Implement directives of the association board
- Maintain averages and yearbooks
- Oversee public relations campaigns
- Responsible for membership and awards processing
- Responsible for organizing special events, tournaments, clinics, etc.
- Oversee membership recruitment
- Report as necessary to those governing bodies as directed
- Maintain Financial Records

Qualifications:

The Association Manager should have:

- Knowledge of bowling; familiar with USBC Association Governance
- Office and organizational skills
- Basic computer skills
- Experience with processing USBC memberships and tournament operations
- Knowledge of the Microsoft Office suite of programs
- Ability to use QuickBooks
- Strong communication skills
- Should possess strong familiarity and experience with bowling association board operations
- Business management skills (finance, marketing, selling programs, organization, planning)
- Interpersonal relationship skills (customer service)
- Knowledge of current technologies including social media platforms and WordPress
- High School diploma
- Marketing and public relations experience preferred but not mandatory
- Prior association management experience desirable

Throughout employment, the Association Manager must stay currently enrolled in the Registered Volunteer Program of the USBC.