

Seeking Executive Director for the American Contract Bridge League

About the American Contract Bridge League

The American Contract Bridge League (ACBL) is a 501c4 not-for-profit organization with a mission to promote, grow, and sustain the game of bridge and serve the bridge-related interests of our 135,000 members. Our headquarters is located in Horn Lake MS (Desoto County), a suburb of Memphis TN, where we have approximately 50 full-time employees. In addition, we employ approximately 25 full-time field tournament directors and 125 part-time field tournament directors, and we support a network of teachers and clubs across North America. We generate approximately \$15M in annual revenue.

About This Position

The Executive Director (ED) is a full-time position, hired by, and directly accountable to, the ACBL Board of Directors (Board). The ED is responsible for the overall leadership and management of the ACBL. Primary areas of responsibility are sound personal leadership and organizational growth. Additionally, the ED is responsible for managing the achievement of strategic goals, policy development, and day-to-day operations.

Key Responsibilities

Leadership

- Instill organizational responsibility and accountability through strong leadership
- Expect and reward appropriately a high level of performance from all employees
- Encourage creativity and resourcefulness, while critically challenging the business logic of proposed initiatives
- Mobilize/work together with a volunteer network of players/members all over North America
- Actively represent the ACBL to the various constituencies of the public including clubs, teachers, and other bridge organizations, as well as potential sponsors and partner organizations

Growth

- Work with available resources to devise cost-effective plans to attract and enroll new members while minimizing attrition. Work to market the game of bridge with a focus on growth and retention.
- Maximize membership growth and bridge play/engagement through optimum pricing policies
- Explore new avenues of product or service delivery that will profitably create additional revenue
- Understand unique situation of on-line and face-to-face competitions and capitalize on the potential of each marketplace while maintaining an appropriate balance between the two

Management

- Oversee the budget creation process and ensure adherence to controllable budgetary constraints
- Ensure effective audit trails
- Understand the need for and continue a primary focus on technology and infrastructure to meet the organization's strategic objectives
- Oversee marketing efforts; rationalize all marketing efforts for both on-going day-to-day tasks and new programs.
- Administer fair and comprehensive personnel policies, including supervision, development, and evaluation of all staff

Board Relations

- Encourage a strong collaborative relationship with an actively engaged Board
- Work with the Board to develop a three-to-five-year strategic plan that builds on organizational strengths and emphasizes addressing problem areas, and an annual work plan consistent with the goals of the strategic plan
- Meet with the Board periodically to advise of all issues pertinent to the successful management of the organization

Qualifications

Here's what we're looking for:

- Executive management experience – Significant experience in senior management, including demonstrated top-line financial responsibility
- Familiarity with the competitive and social culture of the game of bridge and commitment to promoting and expanding its popularity
- Ability to grow a revenue-generating membership program and build and motivate a high-performance staff team
- Demonstrated experience in public speaking and interacting with large volunteer groups
- Willingness to relocate to ACBL Headquarters

Compensation

Salary will be competitive and commensurate with qualifications and experience.

Application Process

To apply, send an email to SearchChair@acbl.org with:

- A cover letter detailing your qualifications
- A resume focusing on your results-oriented experience that relates to the required responsibilities of this position
- At least two personal and two professional references

Applications will be considered until the position is filled. The ACBL is an equal opportunity employer.

