

## ACBL CEO Job Description

### ABOUT THE AMERICAN CONTRACT BRIDGE LEAGUE

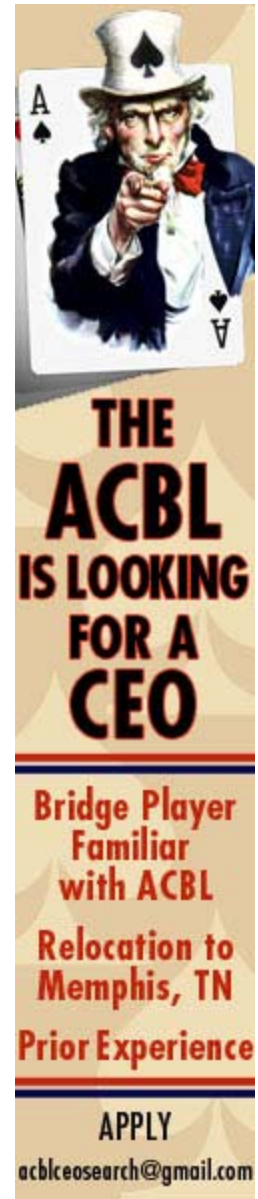
The American Contract Bridge League (ACBL) is a non-profit organization with a mission to promote and sustain the game of bridge. We support a network of teachers and clubs across North America. We have approximately 165,000 members and generate approximately \$15M in annual revenue. Our headquarters is located in Horn Lake, Mississippi (De Soto County), a suburb of Memphis, TN, where we have approximately 70 full-time employees in addition to approximately 45 full-time field tournament directors and 125 part-time field tournament directors.

### THE POSITION: Chief Executive Officer (CEO)

The CEO is a full-time position, hired by and directly accountable to the Board of Directors. The position is responsible for the overall management and leadership of the ACBL, including services, programs and business operations. Areas of responsibility include: planning and implementing strategic goals; policy development; day-to-day operations and administration; personnel; financial management; and public relations.

### KEY RESPONSIBILITIES

- Management and Administration
  - Develop, with Board and senior staff, a strategic 3-5 year plan and annual work plan consistent with the ACBL mission
  - Develop and administer operational policies
  - Oversee all programs, services and activities - prudently manage and evaluate programs and services and determine their effectiveness
  - Oversee business development
  - Ensure compliance with regulatory requirements
  - Manage anticipated loss of knowledge as key members of the staff retire
- Finance
  - Demonstrate an understanding of the ACBL funding sources



- Develop, recommend, and oversee the budget process
- Ensure effective audit trails
- Approve major expenditures in conjunction with the Board
- Provide for proper fiscal record-keeping and reporting
- Submit monthly financial statements to the Board Finance Committee
- Personnel
  - Create an efficient and positive culture for employees
  - Mentor and teach to create strong internal human resources
  - Treat all employees with dignity and respect
  - Administer Board-approved personnel policies
  - Ensure proper (legal) HR activities
  - Provide for supervision, development, and evaluation of all staff
  - Build and oversee a senior management team that understands an integrated work plan
- Public Relations
  - Serve as the chief liaison with people and organizations, and groups in the broader community, presenting a strong, positive image.
  - Ensure all employees appropriately represent the ACBL
- Board Relations
  - Must develop a strong collaborative relationship with an actively engaged 25-member Board
  - Assist the ACBL President in planning the agenda and materials for Board meetings
  - Initiate and assist in developing policy recommendations and in setting priorities
  - Advise and inform Board members, act as a conduit between Board and staff, and facilitate the orientation of new Board members
  - Arrange staffing for Board committees as appropriate

## QUALIFICATIONS

- Must be willing to relocate to Memphis, TN, area

- Plays bridge and understands the competitive and social culture of duplicate bridge, sharing our commitment to promote and expand the popularity of the game of bridge
- Executive management experience required - At least 20 years management experience with at least 10 years experience in senior management (desired: nonprofit sector)
- Has demonstrated experience in addressing critical issues that have been challenges in the past
- Ability to maintain a revenue generating membership program
- Ability to motivate and build a high-performance staff team
- Must have demonstrated experience and understanding in Marketing and Technology to meet Board's related strategic objectives
- Must have experience interacting with large volunteer groups
- Must have demonstrated experience in public speaking (in English)

#### COMPENSATION

Salary will be competitive and commensurate with qualifications and experience.

#### APPLICATION PROCESS

To apply, send an e-mail to [acblceosearch@gmail.com](mailto:acblceosearch@gmail.com) with a cover letter detailing your qualifications, resume, and salary requirement. Applications will be considered until the position is filled. The ACBL is an equal opportunity employer.