

ARE YOU INTERESTED??

ASSOCIATION MANAGER POSITION



Announcing:

The Iowa State USBC (United States Bowling Congress) Inc. is seeking applicants for Association Manager:

- *Applications open December 1, 2024
- *Applications close February 1, 2025
- *In-person Interviews will be conducted
- *Hiring decision by May 1, 2025
- *Introduction at Annual Convention at the Stoney Creek Inn, Johnston, IA June 27-29, 2025

We are looking for a new Association Manager to take over for Charla Wilke who would like to retire. Here is a simplified list that will include but is not limited to the following items:

- Responsible for day-to-day operations of the Iowa State USBC
- Responsible for all duties as outlined in the USBC Association Policy Manual, Board of Directors, and the Iowa State Operations manual
- Must be bondable and must be a member of a USBC association
- Responsible for conducting the annual Women's tournament, Mixed Tournament, and Seniors' Tournament
- Responsible for all the Hall of Fame duties as outlined in the Policy Manual, along with the banquet tickets and finance regarding ticket sales
- Serve as ex-officio, non-voting secretary/treasurer of the Board and any other officer designation as required by law and determined by the Board
- Compensation will be \$20,000 annually plus \$300 per month to cover the utilities and office space
- For full details regarding the role, duties, and responsibilities go to iowabowl.com

Key attributes for applicants:

- Experience running tournaments from start to finish
- Strong attention to detail and accuracy
- Organizational skills and ability to effectively manage multiple tasks at the same time
- Fluent in computer skills and using technology. Computer skills should include Excel, Word, and Quicken or comparable programs.
- Good communication skills including written communication
- Positive attitude and service focused
- Self-motivated; ability to work without close supervision
- Problem solving skills

All applications and questions should be addressed to:

Iowa State USBC
Charla Wilke
935 S 26th St.
Fort Dodge, IA 50501
515-570-2902
Association.manager!@iowabowl.com