



Bowling Centers Association of Wisconsin (BCAW) Job Description

Name: (VACANT 1/1/22)

Title: BCAW Executive Director

FLSA: Exempt

Date: September 2021

Reports To: BCAW President

ABOUT BCAW

BCAW is a 501(c)6 not-for-profit trade association representing bowling center owners and managers throughout the State of Wisconsin, extensively utilizing the skills and talents of many volunteers. We are affiliated with the Bowling Proprietors' Association of America. Our mission is to enhance the profitability of our members.

PURPOSE OF POSITION

Serve as the organization's Executive Director, working in unison with the BCAW Board of Directors in providing programs and services to member centers, volunteers, and bowlers consistent with the BCAW mission. Lead and manage the business office operation to include performing all aspects of the human resource management for paid staff working in the Association Office. Liaise between BCAW and the Bowling Proprietors' Association of America (BPAA) and bowling centers throughout Wisconsin. Prepare budget and conduct financial analysis for all Association activities. Represent the organization locally and at national level events.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

1. Provide day to day management to assure the Association Office is operated in a manner that is efficient and member focused; and consistent with the BCAW governing documents and policies.
2. Work in unison with the BCAW Board of Directors and all BCAW committees as a non-voting ex-officio member, in providing general oversight of the programs and services provided by BCAW.
3. Provide leadership and direction to staff and volunteers on membership recruitment, retention, and renewal. Provide support as necessary to implement state and national member benefit programs. This will include regular visits to member and non-member centers.
4. Develop and implement operating budgets for the organization and conduct the financial analysis necessary to make recommendations to the board of directors, committees, and program administrators.
5. Oversee the receipt, reporting and reconciliation of financial transactions to include membership dues, player registration fees, tournament and event operations, and other programs that are administered by BCAW.

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6. Evaluate and implement revenue generating relationships and activities to include negotiation of sponsorships in support of the mission and activities of the organization.
7. Recruit, retain, train, evaluate and provide leadership to the human resources of the organization.
8. Assure organizational compliance with all federal and state laws and regulations paying particular attention to include those pertaining to BCAW's IRS tax exempt status and human resource management.
9. Assure organizational compliance with reporting requirements of BPAA and others as required.
10. Serve as the spokesperson of the organization and central media contact in the State Office.
11. Plan and organize meetings of the organization to include the Annual Membership Meeting, BCAW Board Meetings, various committees and other meetings as required.
12. Attend meetings to include the BPAA Summit, BPAA International Bowl Expo and others as required.
13. Participate as a team member in providing exceptional customer service to the staff, members, volunteers, and bowlers served by BCAW.
14. Participate in other BCAW programs and activities as assigned to fulfill the BCAW mission.
15. Maintain a clean, neat association office including personal work area.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Minimum four-year college degree with preference for graduate degree in business or sports administration.
2. Minimum five years management experience with non/not-for-profit membership organization preferably with a sports focus or business equivalent is preferred.
3. Proven track record as a leader and manager of people, including paid staff and volunteers.
4. Demonstrated knowledge of human resource management best practices to include familiarity with laws and regulations applicable for a small staff organization.
5. Excellent customer service skills. A commitment to "whatever it takes" to exceed the expectations of external and internal customers.

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6. Must pass requirements as established by the United States Bowling Congress (USBC) and BCAW for those working with youth to include receiving and maintaining the "Registered Volunteer Program" credential throughout the term of employment.
7. Demonstrated commitment to personal growth and professional development as evidenced by participating in continuing education and membership in professional societies focusing on association management, sports administration and/or other relevant fields.
8. Demonstrated written and verbal communication skills.
9. Demonstrated proficiency in a variety of software packages including Quickbooks, M/S Windows, and Microsoft Office (to include Word, Excel, Powerpoint, Access and Publisher). As new technologies are introduced into the work environment, there is an expectation that an individual training plan will be proactively developed and implemented to assure skill set development occurs to meet the changing needs of the Association.
10. Excellent organizational and multi-tasking skills.
11. Ability to work in a team based environment with a diverse group of individuals.
12. Ability to maintain poise and positive attitude in a fast paced environment.
13. Ability to work independently.
14. Ability to maintain confidentiality and safeguard company funds and property.
15. Ability to work a fluctuating work schedule which may include travel, limited nights, weekends, and in excess of 40 hours per week.
16. Familiarity with bowling as a family leisure activity is highly valued and will be given particular consideration.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Position requires greater than 75% of time working on a computer and other electronic devices.
- Position requires greater than 25% of time communicating by telephone with inbound and outbound calls.
- Ability to read documents and computer screen/monitor.
- Ability to perform computer tasks for extended periods of time.
- Ability to sit for extended periods of time.
- Ability to walk, stand, crouch and kneel.
- Ability to lift and carry items for short distances (less than 25 feet) up to 15 lbs.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working

conditions associated with the job. While this list is intended to be an accurate reflection of the current job, BCAW reserves the right to revise the functions without advance notice. I understand that I may be required to work different shifts or hours outside the normally defined workday or workweek to include limited evenings and weekends. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and BCAW has a similar right.

Employee's Signature

Date

BCAW President's Signature

Date

BCAW is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, BCAW will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with BCAW.