



The Search is On

Chief Executive Officer

The American Contract Bridge League (ACBL) is a nonprofit organization whose mission is to promote and sustain the game of bridge and to serve the bridge-related needs of our members.

We have approximately 168,000 members and generate approximately \$17 million in annual revenue.

About 60 employees work out of our Headquarters office in Horn Lake MS (Desoto County), a suburb of Memphis TN. We also have 160 employees in the field – 37 full-time tournament directors and 123 part-time TDs. We support a network of more than 3100 clubs in the U.S., Canada, Mexico and Bermuda and there are more than 6,000 ACBL-accredited teachers.

The **Chief Executive Officer** is a full-time position, hired by, and directly accountable to, the ACBL Board of Directors. The CEO 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 and day-to-day operations.

Key responsibilities

Management and Administration

- Develop, with Board and senior staff, a strategic three-to five-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

Board relations

- Develop a strong collaborative relationship with an actively engaged 25member 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

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 recordkeeping 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

Qualifications

Here's what we're looking for:

- Executive management experience – A minimum of 10 years experience in senior management (pref. nonprofit sector)
- Strong technology background to meet the organization's strategic objectives
- A bridge player who understands the game's competitive and social culture and is committed 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
- Willing to relocate to ACBL Headquarters

Compensation

Salary will be competitive and commensurate with qualifications and experience.

Application process

To apply, send an email to TheACBLSearch@gmail.com with a cover letter detailing qualifications, resume and salary requirement. Applications will be considered until the position is filled. The ACBL is an equal opportunity employer.