

Executive Director Opportunity — National Duckpin Bowling Congress

The **National Duckpin Bowling Congress (NDBC)**, a nonprofit association with an annual revenue of less than \$90,000 per year, has an immediate opening for an Executive Director (ED). This unique role is ideal for a leader with nonprofit, small-team management experience, and a clear understanding of the mechanics of duckpin bowling.

A passion for preserving and growing the sport of sanctioned duckpin bowling is a must. The ED is responsible for strategies and policies that support innovation while promoting long-term growth and the popularity of duckpins.

This is a partially paid, mostly volunteer, service-oriented leadership position requiring flexibility, responsiveness, and commitment beyond the organization's standard office hours (21 hours per week, annual salary is \$19,500.00). Local travel, a driver's license, and a car for work use are necessary.

KEY RESPONSIBILITIES

- Manage the NDBC office and staff.
- Coordinate with the NDBC Board of Directors.
- Maintain and update official NDBC documents and all financial records.
- Administer all policies, procedures and regulations including but not limited to: League Sanctioning, Membership Initiatives, Awards Programs, Fundraising Efforts, National Rankings, National Tournament.
- Field inquiries, resolve problems, clarify rules, arbitrate disputes.
- Serve as liaison to proprietors, local associations, and the youth association.

QUALIFICATIONS

- Nonprofit, administrative, or sports management experience preferred.
- Supervisory experience required.
- Strong organizational, communication, and leadership skills.
- Proficiency with Microsoft Office 365, QuickBooks, Social media platforms.

HOW TO APPLY

Interested applicants should submit a resume to: executivedirector@ndbc.org

FOR MORE INFORMATION PLEASE CALL 410-636-2695