



Contract Services Announcement for Management Duties of the American Shore and Beach Preservation Association

The American Shore and Beach Preservation Association (ASBPA) is pursuing a contract for a Managing Director to work under the direction of the Executive Director. The contract for management services will cover a broad array of organizational needs that include conference organization, ASBPA communications and outreach, board and officer relations, coordination and business administration. Specific duties and knowledge are expected to include:

Communications

- Member communications (Currently focused on a monthly newsletter, "Coastal Voice")
- *Shore & Beach* quarterly journal production and copy-editing
- Website management
- Press for ASBPA Awards (including: Best Restored Beaches, Best Restored Shores)
- Media relations & outreach
- Social media

Administration

- Member relations – questions, sales, marketing
- Billing & accounting, follow-up
- Budget – draft, approval, update reports
- Executive committee and board coordination
- Taxes, state and federal filings
- Bylaws, policies & procedures, annual meeting
- Assistance with chapters – tax exemption, taxes, etc.
- Coordination with outside professionals (legal and accounting)
- Grant administration
- Manage and maintain physical assets and documents

Event Management

- Annual Technical Conference: site selection, administration, registration, coordination, sponsorships/fundraising, on-site (current attendance: ~400, with steady growth; 6 concurrent sessions; 3 days long)
- Annual Summit in Washington, DC: administration, registration, coordination, sponsorships/fundraising, on-site (current attendance: 125-150; 3 days long)
- Two in-person Executive Committee meetings (day and half) annually
- Two Board of Director Meetings, which are concurrent with the Annual Technical Conference and Annual Summit.

Some of the above tasks may be sub-contracted out.

Technical experience (preferred):

- Event registration software (such as Cvent, EventBrite, etc.)
- Mass email software (such as MailChimp, Constant Contact, etc.)
- Quickbooks
- WordPress website management
- Microsoft Office Suite
- Publication software
- Payment processing

Association Description

ASBPA is a 501c3 nonprofit organization dedicated to preserving, protecting and enhancing the beaches, shores and other coastal resources of America by merging science and policy. Founded in 1926, the organization educates and advocates for healthy coasts through sound policy based on science. Among many activities, the association notably publishes a quarterly peer-reviewed journal (*Shore & Beach*), holds an annual technical conference and an annual policy summit, and presents awards for successful beach and shoreline restoration. ASBPA members are coastal practitioners of all sorts: state, county and municipal governments; elected officials; industry consultants and contractors; students and academics; and individuals whose livelihood is restoring, managing or maintaining coastlines. For more information, see www.asbpa.org.

Association staff and contractors are located across the country; this position could be located anywhere in the continental United States. Contractor will be expected to provide their own workspace.

Remuneration

A multi-year contract will be considered.

Application

Application for the Managing director should include

- a) A letter of interest explaining relevant experience;
- b) A resume or list of past experiences and qualifications for this role;
- c) List of any support staff, sub-consultants or vendors (if any) expected to work on this contract, including a resume and/or list of qualifications for key personnel;
- d) At least three references (with affiliation, email address, and phone number).

Your submittal should be sent to ASBPA Executive Director, Derek Brockbank at derek.brockbank@asbpa.org, with subject line "Managing Director application."

Consideration of applications will begin in April 2020.

Further Information

Questions related to this vacancy announcement may be directed to ASBPA Executive Director, Derek Brockbank at derek.brockbank@asbpa.org.