



**EVERGREEN
CHAPTER**
CLUB MANAGEMENT
ASSOCIATION OF AMERICA

Evergreen Chapter of CMAA Managing Director

Reports to:	Evergreen Chapter Board of Directors Direct Supervisor: Board President
Classification:	Full-time role with flexible engagement structure* <i>*The position may be structured as either an employee role or an independent contractor arrangement, depending on the selected candidate and the mutually agreed-upon scope of services</i>

Chapter Overview

The Evergreen Chapter CMAA is a long-standing professional organization serving club management professionals throughout Washington, Idaho, and Montana. Founded in 1972, the Chapter supports 67 clubs across the three-state region and exists to create and foster community among its members while providing relevant resources, education, networking, and leadership opportunities that help members and their clubs succeed. The Managing Director provides the administrative continuity, communication, coordination, and follow-through necessary for the Chapter to operate professionally, consistently, and in alignment with the needs of its members, Board of Directors, partners, and CMAA National.

About the Opportunity

The Evergreen Chapter CMAA is seeking an organized, professional, and relationship-focused Managing Director (MD) to help lead the day-to-day operations of the Chapter. The MD works closely with the Board of Directors, committee leaders, members, partners, sponsors, host clubs, and CMAA National.

This opportunity is ideal for someone who enjoys creating structure, keeping projects moving, managing communications, supporting events, and building strong relationships across a professional membership organization. The Managing Director plays an important part in helping the Chapter operate smoothly, maintain momentum, and deliver value to members year after year.

What You'll Focus On

- Serving as the primary administrative and operational partner to the Board and Chapter leadership
- Managing core Chapter operations, records, timelines, and communication systems
- Supporting Board meetings, committees, leadership transitions, and follow-up items
- Coordinating membership administration, inquiries, engagement efforts, and recognition programs
- Helping manage partner and sponsor relationships, renewals, benefits, and event coordination
- Supporting education programs, meetings, tournaments, and Chapter events from planning through follow-up.

- Maintaining the website, newsletter, calendar, email communications, and other member-facing platforms.
- Assisting with financial administration, reporting, billing, reimbursements, and budget tracking.
- Serving as a key liaison with CMAA National and helping ensure deadlines and Chapter requirements are met.

What We're Looking For

- Highly organized, professional, and able to manage multiple priorities independently
- A strong communicator with excellent written and verbal skills.
- Confident using tools such as Word, Excel, email platforms, websites, databases, newsletters, and communication systems.
- Familiar with event coordination, member engagement, and basic financial administration.
- Able to bring consistency, follow-through, and a strong service mindset to the role.

Background That Would Be Helpful

Candidates may come from private club management, association management, nonprofit administration, hospitality, communications, event coordination, or business operations. Experience working with volunteer boards, committees, sponsorship programs, CMAA, or member-based organizations would be especially valuable.

A high school diploma or GED is required. Additional education in business, hospitality, marketing, communications, association management, or a related field is preferred.

Additional Details

- Travel within the Chapter region is expected.
- CMAA membership, CCM, CAE, or active pursuit of related credentials is welcome but is not required.
- Reliable access to standard technology and communication tools is needed.

Compensation and Benefits

\$40,000–\$70,000 base, depending on the final scope of duties. Additional bonus and incentive opportunities will be available.

Medical benefits are not currently included in this position.

Applications/Contact – Brett Hawn – bhawn@overlakegcc.com