

BOWER MANAGEMENT SERVICES

www.bowermanagementservices.com

**T. BOWER
PROFESSIONAL
RESUME**

TIMOTHY M. BOWER, CAE

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PROFESSIONAL PROFILE

Experienced and accomplished Association Executive demonstrating leadership and management expertise for diverse professional associations for over 20 years.

AREAS OF STRENGTH & EXPERTISE

Board/Committee Management
Membership Development
Meetings Management
Program Development

Public Relations
Sponsorship Sales
Staff Development
Startup/Turnaround

Strategic Planning
Vendor Contracting
Vendor Negotiations
Web-based Education

PROFESSIONAL EXPERIENCE:

Bower Management Services, LLC – Collingswood, NJ

President and Owner - (March 2009 – Present)

Bower Management Services is an association management company that provides a complete range of strategic and operational management services to non-profit organizations. We specialize in providing personalized service to small to medium budget clients.

Fernley & Fernley, Inc. (F&F) - Philadelphia, PA

VP, Business Development - (April 2007 – March 2009)

Fernley & Fernley provides a complete range of strategic and operational management services to non-profit organizations, including trade associations, professional societies, industry and cultural alliances and foundations.

- Responsible for all new business development efforts and all marketing initiatives.
- Lead the development of a completely revised corporate website.
- Instituted a quarterly informational newsletter that is sent to prospects and current customers.
- Acquired seven new clients.
- Managed business development team in the performance of their duties.

Fernley & Fernley, Inc. (F&F) - Philadelphia, PA

VP, Health Care Clients - (March 2006 – March 2007)

Fernley & Fernley provides a complete range of strategic and operational management services to non-profit organizations, including trade associations, professional societies, industry and cultural alliances and foundations.

Client List: *Association of Oncology Social Work (AOSW), Eastern Nursing Research Society (ENRS), NANDA-I (formerly North American Nursing Diagnosis Association), Society for Medical Decision Making (SMDM) and Society for Social Work Leadership in Health Care (SSWLHC)*

- Recommended and participated in the formulation of new policies and supervised the administration of set policies.
- Planned, organized, directed and coordinated the staff on programs/activities of Health Care clients.
- Attended and participated in all meetings of the Board of Directors and Officers.
- Planned, organized, directed and coordinated staff in implementing and initiating programs and activities.
- Assured that the necessary liaison and staff support are provided to committee chairs and committees.
- Maintained effective relationships with other industry associations and trade press.
- Oversaw plan for membership promotion and retention efforts.
- Responsible for planning of all meetings and conventions, with support from staff.
- Responsible for all effective, creative communications and productions of newsletters, directories, etc.
- Assisted Officers and Board of Directors in developing long-range strategies and priorities.
- Responsible for development of and adherence to an annual operating budget.
- Received, analyzed, and distributed monthly statements and reports from Accounting Department.
- Responsible for monitoring all investments.

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Nursecom, Inc. and Resource Management Plus, Inc. (NCI/RMP) - Philadelphia, PA VP, Marketing and Services (last title) - (May 1996 - March 2006)

Nursecom, Inc. is a publisher of clinical books in nursing whose services include manuscript development and support from the initial concept through the finished product, and marketing and distribution.

Nursecom's association management division, Resource Management Plus, Inc., offers seasoned expertise in organizational advancement, strategic planning, board and leadership support, membership development and assistance, finance and business administration, conference management, and publishing to support the clients vision of management services. Association clients ranged in size from 300 to 3,000 members.

- Organization and direction of staff on all programs and activities.
- Communication with committees and boards of directors to keep them fully informed on the conditions of the association and on all important factors influencing them.
- Development and adherence to an annual operating budget.
- Monitoring of investments.
- Analysis of monthly financial statements and reports to the treasurer.
- Daily management, maintenance and operation of a database with 60,000+ names and addresses and over 150,000 orders annually.
- Oversaw all Membership and Conference marketing activities for NCI/RMP Clients.
- Worked directly with the President and all Account Executives on all activities of the association including meeting planning.
- Worked directly with selected client leadership to market and facilitate membership growth.
- Managed production and mailing of 25 marketing and conference brochures a year and over 25 marketing campaigns consisting of mailings of 2,000 – 100,000.
- Worked directly with list brokerage houses and co-sponsoring organizations in list selection and delivery for mailing of selected materials.

Electronic Data Systems - Wayne, PA

Business Analyst/Customer Service Representative - (June 1995 - May 1996)

EDS provides a broad portfolio of business and technology solutions to help its clients worldwide improve their business performance. Our core portfolio comprises information-technology, applications and business process services, as well as information-technology transformation services.

- Primary function consisted of daily contact with client base via phone and written correspondence.
- Responsibilities included research and resolution of account inquiries, disputes and providing effective line of communications for clients and customers.
- Responsible for servicing consumer loans comprising of 50 distinct loan types, primarily for NatWest Bank N.A. and NatWest Bank (Delaware).
- Trained new hires in the computer systems and solutions required for daily production.
- Created and updated training programs for both new hires and supervisors.
- Resolved presidential requests for supervisory and management personnel.

Viccar Group Inc., Exton, PA

Manager - (August 1992 - June 1995)

United States Navy, USS Wichita AOR - 1, San Francisco, CA

Boatswain Mate 3rd Class - (October 1987 - May 1990) – Honorably Discharged and extended original enlistment

EDUCATION:

Temple University, Philadelphia, PA - B.B.A. in Marketing - May 1995

PROFESSIONAL CERTIFICATIONS AND MEMBERSHIPS:

Certified Association Executive (CAE) – Certified in January 2009 and last Recertified in January 2015 (certification valid through December 31, 2017)

American Society of Association Executives – Active Member

Mid-Atlantic Society of Association Executives – Immediate Past President (term 2016)