

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 that has earned the CAE credential and has demonstrated leadership and management expertise for diverse professional associations for over 25 years. Past President of the Mid-Atlantic Society of Association Executives. Proud Veteran of the U.S. Navy.

AREAS OF STRENGTH & EXPERTISE

Board/Committee Management
Membership Development
Meetings Management
Operations Management

Program Development
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.

- Managed all operations including regulatory, software, personnel, financial and business development.
- Successfully built the business to 9 full-service clients and maintained a 90% client retention rate.
- Worked directly with clients to manage the team members directly working with the clients and remained involved in many of the operations for every client partner.

Talley Management Group (TMG) – Mt. Royal, NJ

TMG 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.

- **Executive Director, The Society for the Advancement of Patient Blood Management – (November 2019 – January 2021).**
 - Ensured the strategic and operational effectiveness of the organization, working closely with the Board of Directors on issues of governance, finance, membership retention/recruitment and event management.
 - Created the operating budget and monitored financial strategies and results; assumed responsibility for meeting overall budget performance (revenue and expenses) on a yearly and ongoing basis.
 - Oversaw all financial activities including investments, accounting, banking, cash management, expense controls, reporting, and production of financial statements along with the audit.
 - Recruited, trained, nurtured, and managed staff, contractors, and volunteers.
 - Ensured effective communications to all constituencies through written materials; created opportunities for positive, public exposure, awareness, and education.
- **Division Director, Associations Solutions Consulting - (November 2019 – January 2021)**
 - Managed proper allocation of staff, delivery of services, and relationships with client partners.
 - Ensured divisional compliance with established policies and procedures.
 - Directed the successful delivery of service to ASC division client partners.
 - Ensured the proper staffing levels within the ASC division.
 - Partnered with other TMG Senior Leaders in coordination of companywide initiatives.
 - Fostered and maintained key relationships with client partners.
 - Developed best practices for the division.

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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 marketing initiatives.
- Led 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)

- Management Liaison for Association of Oncology Social Work, Eastern Nursing Research Society, NANDA, and Society for Social Work Leadership in Health Care.
- Planned, organized, directed and coordinated the staff on programs/activities of Health Care clients.
- Attended and participated in meetings of the Board of Directors and Officers.
- Assured that the necessary liaison and staff support were provided to committee chairs and committees.
- Oversaw plan for membership promotion and retention efforts.
- 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.

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.

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

- Management Liaison for Association of Oncology Social Work, Eastern Nursing Research Society, NANDA, and Society for Social Work Leadership in Health Care.
- Organization and direction of staff on all programs and activities.
- Communication with committees and boards of directors.
- Development and adherence to an annual operating budget including monitoring of investments.
- Analysis of monthly financial statements and reports to the Treasurer.
- Daily management and operation of a database with 60,000+ contacts and over 150,000 orders annually.
- Oversaw all Membership and Conference marketing activities for NCI/RMP Clients.
- 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 - (June 1995 - May 1996)

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

Boatswain Mate 3rd Class - (October 1987 - May 1990) – Honorably Discharged

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

PROFESSIONAL CERTIFICATIONS, AWARDS AND MEMBERSHIPS:

Certified Association Executive (CAE) – Certified in January 2009 and last Recertified in December 2020

American Society of Association Executives – Active Member

Mid-Atlantic Society of Association Executives – Past President (term 2015)

Mid-Atlantic Society of Association Executives – 2019 Distinguished Service Award