

Specific Responsibilities

1. Assure that the organization has a long-range strategy which achieves its mission toward which it makes consistent and timely progress
2. Provides leadership in developing programs, organizational and financial plans with the Board of Directors
3. Maintain official records and documents and ensure compliance with federal and state regulations.
4. Maintain a thorough working knowledge of significant developments and trends in the harness racing industry.
5. Oversee the associations' creation of a health insurance plan, pension benefits & retirement planning, political P.A.C., Annual Stallion auction.
6. Meet monthly with the Board and see that they are kept fully informed on the conditions of the association and the all-important factors influencing it.
7. Establish strong working relationships and cooperative arrangements with industry groups and organizations, as well as nurturing relationships with Prince Georges and Worcester County Government officials.
8. Represent the association before State agencies and industry organizations including lobbying on behalf of the association before the Maryland Legislature and working closely with CSOA's hired lobbyist(s) to protect and promote harness racing in the State.
9. Maintain a good working relationship with the Maryland Racing Commission.
10. Promote first class service to the association's stakeholders.
11. Retain a diverse high-quality staff.

Qualification/Skills

1. Demonstrate leadership, communication, and management skills.
2. Ability to multitask.
3. Ability to take the initiative and be proactive.
4. Creative problem-solving skills.
5. Hard working and flexible
6. Organized
7. Good Communication Skills

Education/Experience

1. Bachelor's degree preferred.
2. Advanced degree (M.B.A., C.P.A, or J.D.) a plus.
3. 10 years or more experience in the standardbred racing industry; racing official licenses are helpful.
4. 10 years of management or supervisory experience
5. 10 years of financial management experience in an operational environment

Salary /Benefits

1. Free dental, vision, life, and health insurance
2. 3% matching Simple IRA
3. Two weeks' vacation
4. 5 personal/sick days
5. Salary competitive for the position and commensurate with one's experience.

Interested applicants should send a cover letter, resume and two references to: Jonathan Roberts, President, -C.S.O.A. via email: admin@cloverleafsoa.org

Applications will be accepted until August 1st, 2023.