

Meadows Standardbred Owners Association Executive Director Position

The Meadows Standardbred Owners Association is a non-profit membership organization that represents the owners, trainers, drivers and grooms that race at The Meadow's standardbred race track. The Executive Director reports to the association's nine member Board of Directors and is responsible for the organization's consistent pursuit of its mission and the daily day to day administration and operation of the association.

Specific Responsibilities

- 1) Assure that the organization has a long-range strategy which achieves it's 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 local, federal and state regulations.
- 4) Maintain a thorough working knowledge of significant developments and trends in the harness racing industry.
- 5) Oversee the associations self-funded health insurance plan, pension benefits and political P.A.C. Fund.
- 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.
- 8) Represent the association before State agencies and industry organizations including lobbying on behalf of the association before the Pennsylvania General Assembly.
- 9) Retain a diverse high-quality staff.
- 10) Establish a strong working relationship with Racetrack operator and coordinate mutually beneficial events and programs.
- 11) Assist committee chairs with planning and implementing committee programs.
- 12) Actively work with marketing director to promote harness racing and increase parimutuel handle at the Meadows.
- 13) Field day to day issues from membership and work to resolve them in a timely manner.

Qualification/Skills

- 1) Demonstrate leadership and management skills.
- 2) Ability to multitask.
- 3) Ability to take the initiative.
- 4) Creative problem-solving skills.
- 5) Hard working and flexible.
- 6) Organized.
- 7) Excellent communication skills.

Education/Experience

- 1) Bachelor's degree preferred but not required.
- 2) 5 years of experience in the standardbred racing industry.
- 3) 5 years of management or supervisory experience.
- 4) 5 years of financial management experience in an operational environment.

Salary/Benefits

- 1) Dental, vision, life and health insurance provided.
- 2) 5% Simple IRA.
- 3) Two weeks' vacation.
- 4) 5 personal/sick days.
- 5) Salary competitive for the position and commensurate with applicant's experience.

Interested applicants should send a cover letter, resume and two references to: Search Committee, M.S.O.A., P.O. Box 253, Meadow Lands, PA 15347 or email: msoa@themsoa.com applications will be accepted until May 30, 2024.