

KENTUCKY HORSE RACING AND GAMING CORPORATION JOB DESCRIPTION

JOB TITLE: Program Coordinator
DEPARTMENT: Incentives & Development
REPORTS TO: Director of Incentives & Development

JOB SUMMARY:

The Program Coordinator is responsible for administering the Kentucky Standardbred Development Funds, Kentucky Proud Series and Kentucky Horse Breeders' Incentive Fund. Accountable for ensuring proper fund distributions to owners and breeders of eligible Kentucky-bred standardbreds and non-race breeds within the Commonwealth. Works closely with Kentucky racetracks reconciling additional purse money at the end of a race meet for eligible Kentucky-bred horses. Provides Director and Assistant Director with accurate reporting on all nominations, award distributions and purse distributions.

ESSENTIAL DUTIES / RESPONSIBILITIES:

Standardbred, Development Funds

- Oversees the administration of funds that provide additional purse supplements to eligible Kentucky-bred horses at Kentucky racetracks.

Key responsibilities:

- Coordinates the application and approval process of nominees.
- Works with state agencies and racing organizations to distribute and track the funds.
- Ensures compliance with funding rules and regulations.
- Coordinates with racetracks to allocate the purse supplements properly.

Horse Breeders' Incentive Fund

- This fund provides financial awards to approved non-race affiliates who award breeders and owners who meet specific program criteria. Ensuring awards are allocated correctly.

Key responsibilities:

- Coordinate the application and approval process for eligible affiliates.
- Manage communication between agencies and affiliates involved in fund distribution.
- Ensures compliance with program guidelines.

Kentucky Proud Series

- Oversees all administrative functions related to standardbred racing at county fairs across the Commonwealth.
- **Key responsibilities:**
 - Coordinates with fair organizers and state agencies to ensure proper funding and support for standardbred racing at county fairs.

Other Duties as Assigned within the Division of Incentives and Development

KNOWLEDGE / SKILLS / EXPERIENCE:

- Prior Experience with budgeting, financial tracking and general accounting practices.
- Proficient in Microsoft Excel, database systems, and financial tracking software with the capability of creating strong financial reports.
- Strong written, verbal and technical communication skills to interact with industry stakeholders, applicants, and government agencies in a timely manner while making sure all meet eligibility requirements while following Kentucky statutes & regulations.

- Ability to manage multiple tasks at once with a strong attention to detail, track deadlines, and ensure program operations run smoothly.

COMPENSATION & BENEFITS:

KHRGC employees participate in the Kentucky Employees Retirement System, and are eligible to participate in the Kentucky health, life and deferred compensation programs.

QUALIFICATIONS:

- Bachelor's Degree from an accredited university.
- Minimum 5 years of experience in accounting, data analyst, account management, business management or finance
- Must be able to complete routine office tasks including the lifting of up to 50lbs. and minimal travel required when necessary for special events.

SALARY RANGE:

- \$45,000 - \$60,000 Based on experience