

Job Description: Maryland Standardbred Race Fund Administrator

About Us:

The Maryland Standardbred Race Fund (MSRF) is administered from an office in Ocean Pines, Maryland. The MSRF oversees the collection of revenue, verifies the eligibility of stake participants, generates lists of eligibles, inspects breeding farms and their Maryland-registered stallions, and supervises the draw for post positions of all Maryland Standardbred Sires Stakes (MSS) / Maryland Standardbred Fund (MSF) races. The MSRF office also addresses inquiries about the stake program and the breeding industry in Maryland. The Administrator reports to the Advisory Committee and conducts its meetings. The MSRF office calculates and pays the breeders and stallion awards. The Maryland Standardbred Race Fund Advisory Committee was created to oversee the Fund and make recommendations to the Maryland Racing Commission (MRC) regarding its structural formula and administration.

Job Summary:

The Maryland Standardbred Race Fund Administrator is responsible for the day-to-day operations of the MSRF. This includes financial management, stakeholder relations, regulatory compliance, and program administration. The Administrator ensures the integrity of the MSRF and promotes the standardbred breeding industry in Maryland.

Key Responsibilities:

- Oversee the collection of all revenue and manage the Fund's finances.
- Verify the eligibility of stake participants according to COMAR regulations 09.10.02.43 which governs the Maryland Standardbred Fund and 09.10.02.53 which governs the Maryland Sire Stakes
- Generate lists of eligible participants.
- Inspect breeding farms and their Maryland-registered stallions.
- Supervise the draw for post positions of all MSS/MSF races.
- Serve as the primary point of contact for questions and inquiries about the stake program and the breeding industry in Maryland.
- Report to the Advisory Committee and conduct its meetings.
- Calculate and pay breeder and stallion awards.
- Ensure compliance with all relevant regulations and guidelines.

- Collaborate with the Maryland Racing Commission and other stakeholders.

Qualifications:

- Experience in financial management, preferably in the racing or agriculture industry.
- Knowledge of Maryland's standardbred breeding industry (preferred).
- Familiarity with COMAR regulations related to standardbred racing.
- Strong organizational and communication skills.
- Ability to work independently and manage multiple priorities.

Salary:

\$48,000 - \$72,000, commensurate with experience.

To Apply:

Please send your resume to Christopher Merz at christopher.merz@maryland.gov.

Application Deadline:

March 31, 2025