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[www.ohha.com](http://www.ohha.com)

## **Job Description- Assistant Director**

The Assistant Director will be a full-time, at-will, exempt position. The assistant director provides confidential and high-level support, including solid management and leadership skills ranging from operations, administrative, clerical, etc., as directed by the Executive Director. The role directly supports the Executive Director to further the Association's activities, including operations, administration, staff management, training, best practices, strategic planning, outreach, print publications, and promotion. The first point of connection with and works closely with the Association's administrative, operational, and outreach employees.<sup>1</sup>

### **Education and Skills:**

1. Bachelor's Degree in accounting, management, business, or a related field required with a minimum of five years in a professional work environment reflecting significant and progressive responsibility and experience in non-profit management, accounting (payables, receivables), payroll, outreach, promotion, advertising; print and online initiatives including social media, and outreach or fundraising events. Equivalent experience may be considered in lieu of Degree required.
2. High level of understanding and proficiency with medical healthcare benefits, retirement benefits, trusts, non-profit organizations, boards, board governance and oversight, and fiduciary responsibility.
3. Computer skills to include significant experience with publishing, presentations, graphs and charts, Windows operating system, QuickBooks, e-mail, ACI 4<sup>th</sup> Dimension or other donor or relational database systems, QuickBooks Pro Enterprise and Cloud, the Adobe Creative Cloud Suite, and the Microsoft Office Suite, office copiers, mail machines, computer networking, and other audio-visual devices. Ability to write and speak professionally and generate necessary reports as requested.
4. Ability to work on a team. Providing their best work in support of a team effort. Candidate must be discreet, dependable, positive, enthusiastic, trustworthy, reliable, professional, and organized. Excellent verbal and written communication skills and attention to detail.
5. A self-starter with strong time management skills while multitasking on various projects and day-to-day needs. Understands the priority of meeting deadlines and can effectively do this in a discreet, efficient, and attentive way.
6. Knowledge in publication, media, and resource development.
7. Knowledge of Harness and Ohio Horse Racing, including applicable Ohio Revised Code, Ohio Administrative Code, and Ohio State Racing Commission Rules related to standardbred racing. Must be able to obtain a license with OSRC.
8. As directed, work with the Project Coordinator and Outreach and Public Relations Coordinator in developing and executing the overall marketing effort and programs to promote harness racing. Assists in developing marketing/PR, creating publications like the newsletter, quarterly magazine, infographics, design, and print tasks. Aids in outreach events and Association events.
9. Must hold a valid driver's license and can travel as needed. Travel may include some overnight stays, especially in the summer, but throughout the year, potentially for Fair Board Meetings, OFMA, Farm Bureau, or any other related meetings as necessary and directed by the Executive Director. Hours may include evenings, weekend days or holidays as needed. The balance of your time will be spent in the Grove City office.
10. Physical Requirements: Ability to sit for long periods, work on a computer, and lift fifteen pounds.
11. Research, duties, and projects as required. Assist the OHHA Office or Executive Director in any other tasks as needed.
12. Salary commensurate with experience. Please send your resume, including salary requirements, by 5:00 p.m. July 14, 2023, to [rmancino@ohha.com](mailto:rmancino@ohha.com) incomplete resumes or resumes submitted without salary requirements will be discarded and not considered.

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<sup>1</sup> This description represents elements, responsibilities, skills, functions, experience, educational factors, the requirements, and conditions listed only and are not exhaustive of the tasks the Assistant Director may be required to perform. The Ohio Harness Horsemen's Association reserves the right to revise this job description at any time and to require the Assistant Director to perform other tasks as circumstances or conditions of its business or the work environment change. Diversity plays a key role at the Ohio Harness Horsemen's Association. As the only Standardbred Horsemen's Association in Ohio, diversity is an inherent aspect of our business as we interact with employees, horsemen, the racing community, and the general public.