



# ALBERTA STANDARDBRED HORSE ASSOCIATION

## JOB POSTING – EXECUTIVE DIRECTOR

November 2023

### **Alberta Standardbred Horse Association (ASHA)**

The OBJECT of the Society shall be to encourage and ensure cooperative effort in all matters pertaining to the production and improvement of the Standardbred Horse in the Province of Alberta and to cooperate with the Associations and Societies of other provinces in the Dominion of Canada and States of the United States of America/or other Associations in other countries.

ASHA was formed to represent and protect the best interests of Standardbred industry participants and bring about a closer, more understanding relationship among members, racetracks, racing associations, governing bodies and the public.

**We are currently hiring an Executive Director.** The Executive Director is the public face of ASHA and is responsible for promoting all harness activities. This is an excellent opportunity for an individual with a passion for horse racing and a history of leadership success. Key areas of responsibility will include compliance, marketing & public relations, finance, administration & operations, contract and Information expertise, committee support and staff leadership.

### Accountabilities and Tasks:

- Work with ASHA staff and under the direction of the Board of Directors, manage the day -to-day operations of the association.
- Lead all standardbred horse racing and breeding initiatives and events through to completion.
- Through regular attendance at board, committee meetings and industry events, you will reflect views of the association and the industry and communicate them clearly back to the Executive and the Board.
- Respond to and resolve the questions and concerns of all ASHA members.
- Ensure ASHA is acting in full compliance of all applicable regulations and stay current of all legislation and policies set by Alberta Gaming Liquor and Cannabis (AGLC), Horse Racing Alberta (HRA), Canadian Pari-Mutuel Agency (CPMA).
- Assist in the development of annual financial budgets, ensure accurate and timely production of all financial statements, and analyze budgets and incoming data to identify trends and variances.
- Responsible for ensuring internal committees are fully functional and adhere to ASHA Constitution guidelines.
- Support the Board of Directors in strategic planning and lead the implementation of those plans.
- Forge partnerships with provincial and municipal governments as well as other groups relevant to the standardbred horse industry.
- Responsible for reconciliation of purse account spreadsheets.
- Lead and support the ASHA staff, perform general HR duties as required.

### Qualifications and Requirements

- Demonstrated experience in compliance, project management, strategic planning, and marketing.
- A strong financial background and knowledge of accounting concepts and budgeting.

- Strong communication skills, both oral and written.
- Proven ability to foster communication and cooperation among diverse individuals.
- Ability to make presentations, write proposals, news releases, and marketing materials.
- Forward thinking with proven organization, networking and time-management skills; must have past experience planning and prioritizing activities in the context of a volunteer-led organization.
- High level knowledge in the use of Excel.
- Working skill set in negotiations and contracts.
- All potential candidates must be eligible to register with and be licensed by Horse Racing Alberta. Registrants are required to submit to a background check, which may include a criminal record check and a credit check.
- Understanding of the racing industry in some manner would be a valuable asset to the position.

The role of the Executive Director is a full-time position located at the AHSA office in Airdrie, AB.

Given the nature of the racing schedule, The Executive Director will be required to travel to multiple racing locations throughout the year (Calgary, Edmonton, Lacombe) to attend stakeholder engagements, manage issues, and more. This travel is on an as-need basis, and at times, it may be required on short notice.

This position will receive a competitive salary and benefits commensurate with the candidate's experience and qualifications.

If you think you are a good fit for this position and you meet the required qualifications, apply by submitting a resume and cover letter via email to: [ashaedhire@gmail.com](mailto:ashaedhire@gmail.com). Closing date for submissions is Friday November 24<sup>th</sup> at 12:00 noon MST.