



KENTUCKY HORSE RACING & GAMING

Kentucky's Safe Bet

KENTUCKY HORSE RACING AND GAMING CORPORATION JOB DESCRIPTION

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

JOB SUMMARY:

The Program Coordinator is responsible for administering the Kentucky Thoroughbred Breeders' Incentive Fund, Kentucky Thoroughbred Development Fund and Kentucky Quarter Horse Development Fund. Accountable for ensuring proper fund distributions to owners and breeders of eligible Kentucky-bred Thoroughbreds and Quarter Horses. 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:

Thoroughbred, Development Funds

- Oversee the administration of funds that provide additional purse supplements to owners of eligible Kentucky-bred horses at Kentucky racetracks. Also, responsible for the distribution of yearly breeder awards for eligible Kentucky-bred horses who win races all over the world.

Key responsibilities:

- Coordinates and verifies the application and approval process of nominees.
- Works with official registrars, industry affiliates, state agencies and racing organizations to distribute and track the funds.
- Ensures compliance with funding rules and regulations.
- Coordinates with racetracks, owners and breeders to allocate the purse supplements and breeder awards properly.

Quarter Horse Development Fund

- This fund awards breeders and owners of Kentucky-bred quarter horses who meet specific program criteria. Ensures awards are allocated correctly by working with official registrars, industry affiliates, racetracks, owners and breeders to allocate funds properly.

Key responsibilities:

- Works with the official registrar in coordinating and verifying the application and approval process of nominees.
- Manages communication between agencies and affiliates involved in fund distribution.
- Ensures compliance with program guidelines.

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.

Contact Cheri Donovan at Cheri.Donovan@ky.gov.