

Executive Director: Black Hawk County Gaming Association

Position Summary:

At-will position appointed by the BHCGA Board of Directors and responsible for the performance and oversight of all aspects of a wide variety of administrative, financial and planning duties for the daily operation of the BHCGA. Other key duties include relationship building with key constituent groups and community outreach. The position reports directly to the Board of Directors. BHCGA is the nonprofit sponsor for the "Isle at Waterloo", the casino license holder in Black Hawk County. A successful Iowa Racing & Gaming Commission (IRGC) background check will be required for the successful candidate.

Essential Job Duties:

- Demonstrates innovation and sound judgment in planning, organizing, directing, coordinating and evaluating the operations, programs, activities and services of the entire organization.
- Works in collaboration with Board of Directors to implement the approved budget, stay apprised of current financial conditions and anticipated funding, monitor legislative activities that impact the organization, initiate policy and financing recommendations and facilitate the grants program according to the Board's approved guidelines and recommended improvements.
- Meets timelines for submitting annual operating budget, preparing agendas and minutes for all Board meetings and committees, submitting state reports and preparing Board-approved contracts.
- Represents the organization to the media, community, civic and professional community groups, and grant applicants.
- Oversees office operations such as purchase and inventory of supplies and equipment.
- Develops and oversees organization's rules, policies and procedures.
- Contributes to a quality work environment by exhibiting professional standards, personal responsibility, and strong leadership traits.
- Attends all Iowa Racing and Gaming commission and industry related meetings.
- Performs all job-related duties designated by the Board of Directors.

Required Skills and Experience:

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodations, using some other combination of skill and abilities:

- Knowledge of local, state and federal laws, and regulations relating to gaming in Iowa.
- Knowledge of principals, practices and objectives of administration, including extensive knowledge of financial administration.
- Ability to perform complex and varied work, interpret technical information, gather, and analyze financial information; conduct statistical analysis and prepare related reports; and analyze complex information in order to make needed corrections, sound decisions and recommendations.
- Capacity to establish effective working relationships with peers, volunteers, media and the public.

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- Ability to make sound decisions and recommendations using analysis of financial information.
- Ability to communicate clearly, both orally and in writing, and to organize and verbally present complex material in a manner that is easy to understand.
- Efficiency in using modern office equipment, including computers and word-processing, and spreadsheet software; and telecommunications equipment.
- Adeptness for working at the designated place and time needed including the BHC GA office and travel to state/regional meetings.

Preferred Skills and Experience:

- Experience with working with a Board of Directors.
- Knowledge of, or success in establishing relationships with individuals and organizations within the Cedar Valley including municipalities, elected officials, and local non-profit organizations.
- Proficiency with tools such as Intuit QuickBooks, online grants management software (i.e., Foundant).
- Ability to use Microsoft Excel software to gather and analyze pertinent information for budgeting, market share and grantmaking and PowerPoint to aid visual presentations.
- Proficiency and confidence to develop and update social media, website, annual reports and publications.

Entry Requirements

- B.A. or B.S. Degree from accredited college or university
- Work Experience: Minimum of 5 years administrative experience or an equivalent combination of education, training and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.

Salary and Benefits

A generous salary is offered commensurate with experience, along with an array of benefits and paid vacation.

Interested candidates should submit a resume and cover letter highlighting experiences related to meeting the requirements of the position to search@bhcga.org