

KRTC Executive Director Job Description

The Executive Director of the Kentucky Race Track Chaplaincy shall be the chief operations manager for a well-established, mission-based non-profit organization serving those who work on and around Thoroughbred race tracks in Kentucky and Southern, Ohio.

The By-Laws of the Kentucky Race Track Chaplaincy require the staff to be of the Christian faith and to accept and affirm the KRTC Statement of Faith.

Responsibilities:

- Plans, organizes, and directs the organization's operations, fundraising events and related programs.
- Acts as the Event Manager for KRTC's annual fundraiser, Race for Grace.
- Builds and maintains collaborative relationships with Board of Directors, racing industry stakeholders, local churches, and like-minded organizations.
- Oversees and reports on the chaplaincy's activities to the Board of Directors.
- Collaborates with the Board of Directors and committees to ensure effective and efficient outcomes and results.
- Provides operational leadership and evaluates the efforts of staff and key volunteers to ensure appropriate support for all aspects of the ministry.
- Initiates discussion and provides operational input for the development of the annual budget. Monitors the financial performance of the ministry by keeping expenses and overhead in check with revenues.
- Retains a diverse, highly qualified staff and encourages personal and professional development to meet the needs of the ministry.
- Prepares strategic plans for KRTC every two years with the input and assistance of the Board of Directors and staff.

- Ensures that fund-raising efforts and programs are robust enough to meet or exceed strategic goals and objectives.
- Serves as the spokesperson and industry advocate for the ministry, always looking for opportunities to increase awareness of the ministry.

Preferred Education and Experience:

- Minimum of a Bachelor's Degree preferred.
- Five plus years of related management and leadership experience. Nonprofit organizational experience would be a plus.
- Direct experience in working with multi-cultures and specifically Hispanics would be advantageous.

Knowledge, Skills, and Abilities Required:

- Proven experience with managing fundraising programs and events.
- Effective written, verbal and electronic communications.
- Fluent in English with some Spanish an asset.
- Application knowledge of social media.
- Working knowledge of Microsoft Office (Word, Excel, PowerPoint) and adaptable to other computer software products such as QuickBooks.
- Leadership with ability to manage and motivate staff and volunteers.
- Ability to prioritize, multi-task and meet deadlines.
- Collaborative team-working style with ability to relate effectively.
- Supervisory and management experience necessary.
- Strong communication skills are essential for fundraising and leadership applications.

Working Conditions:

- Office is located at Christ Chapel at Churchill Downs in Louisville, KY.
- Executive Director reports directly to the President; and is accountable to the Vice President and Board of Directors.
- Periodic travel to the five race tracks served by KRTC, horse racing industry events and Race Track Chaplaincy of America meetings.
- Indoor and outdoor activity will be a regular part of the Executive Director's routine schedule.

Salary and Benefits:

- Compensation and Benefits commensurate with experience, education, and demonstrated results.

Resume and Cover Letter should be sent to personnel@kychaplaincy.org

Thank you for your interest.