



RACING ADMINISTRATOR

Reports to: Executive Director
FLSA status: Exempt

WHO WE ARE

The Ohio Harness Horsemen's Association (OHHA) was founded in 1953. The mission of the OHHA is to preserve, protect, promote, and serve the entire Standardbred industry in Ohio and beyond.

POSITION SUMMARY

The Racing Administrator plays a key part in promoting and supporting harness racing and its participants, with a focus on all racing programs, including, but not limited to, nominations, mare registrations, Breeders' Awards, Buckeye Owners' Bonus, Stakes Standings. This role's primary focus is developing and implementing strategic initiatives to elevate the profile of harness racing, to facilitate member programs and manage related data, to engage participants, and contribute to the overall growth and success of the sport.

RESPONSIBILITIES

- Import, administer, and extract information from the OHHA database, covering various projects such as Breeders' Awards, Buckeye Owners' Bonuses, stake races, standings, nominations, mare registrations, etc.
- Ensure accuracy, compliance with program rules, and timely completeness of database entries related to Breeders' Awards, Buckeye Owners' Bonus, stake races, stake results, nominations, etc., performing regular audits and updates as needed. Conclude and communicate those programs with postings, related awards, and payments coordinated with the OHHA financial team.
- Be equipped to respond to member and participant inquiries professionally and promptly regarding OHHA race-related projects and programs.
- Serve as primary Fair contact for grant programs, database set up of races, payments of OHHA funds and other state funding to Ohio racing-fairs (through the finance team).
- Collaborate with internal teams to engage the community and promote OHHA initiatives.
- Serve as one of the organization's Web and Database Leads
- Perform other duties, as assigned.

QUALIFICATIONS

- High school diploma or GED, at a minimum.
- Experience in project coordination with efficiency and deadline compliance
- Proficiency in Microsoft Office Suite, WordPress, Database management, and other industry-related tools.
- Familiarity with harness racing terminology, industry practices, racetrack and fair board roles and related responsibilities, and standard operating procedures and regulations governing harness racing events.
- Excellent communication and interpersonal skills to engage with internal teams, fairs, and external stakeholders.
- Proven attention to detail, organization, project management.



PHYSICAL DEMANDS & WORK ENVIRONMENT

This position requires the ability to observe and analyze details at close range and to communicate accurate information with others, with frequent and regular use of desktop and laptop computers.

Position requires travel within and outside the state of Ohio, sometimes requiring overnight stays. Though the position will be primarily in the Grove City office, projects and promotions of those projects may require attendance at remote locations (racetracks, county fairgrounds, horse sales).

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions which might include but are not limited to remaining seated for extended periods with occasional movement throughout the department, and occasional transport of objects weighing less than 25 pounds.

EQUAL EMPLOYMENT OPPORTUNITY

OHHA is an Equal Opportunity Employer. We do not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.