

Minnesota Harness Racing, Inc. (MHRI) - Administrative Director

About the Job: Minnesota Harness Racing, Inc. (MHRI) seeks a highly organized and self-motivated **Administrative Director** to provide year-round administrative and operational support. MHRI is a non-profit dedicated to preserving, protecting, and promoting the Standardbred industry in Minnesota. The Administrative Director will be the primary point of communication for the Board and membership, coordinating projects, managing daily operations, and ensuring smooth organizational function throughout the year. The ideal candidate is proactive, detail-oriented, and able to manage multiple priorities and deadlines. This position reports to and is accountable to the full eleven-member MHRI Board of Directors.

Job Duties and Responsibilities

Administrative and Board Support (45%)

- Coordinate and manage **regular meetings**, including monthly Board and committee meetings.
- Monitor relevant industry updates and communicate notable information to the Board when it affects MHRI operations or member interests.
- Coordinate and oversee MHRI membership and outreach events.
- Manage MHRI projects and duties as assigned by the committees.
- Manage Minnesota county fair racing.
- Communicate effectively with all Board members.

Member, Public, and Industry Relations (45%)

- Serve as MHRI's primary point of contact, responding promptly to inquiries and acting as a liaison between members and the Board.
- Establish and maintain professional relationships with Running Aces, the Minnesota Racing Commission, the United States Trotting Association, and any other relevant parties.
- Participate in building and maintaining a positive public image for MHRI.
- Represent MHRI at county fairs, public events, and race nights at the Running Aces Grandstand.
- Compose and distribute member communications, social media posts, and website announcements.
- Plan and coordinate continuing education courses and other industry-related educational opportunities.
- Represent MHRI at all Minnesota Racing Commission (MRC) meetings.
- Serve as witness at draws and for MHRI horsemen in meetings with officials and during barn inspections.

Office and Financial Management (10%)

- Manage MHRI's electronic presence including: website, email, and social media channels.
- Maintain office supplies, coordinate mailings, and order promotional materials.
- Uphold accurate and organized records and ensure timely updates of relevant materials.
- Review monthly purse account reports and financial data from Running Aces and additional sources.
- Maintain budgets for MHRI Board committees.
- Assist the Treasurer and Board with maintaining accurate records of MHRI financial transactions, including invoices, reimbursements, and event expenses.

Required Qualifications

- **Experience**
 - Minimum of one year of experience handling administrative tasks, managing communications, and/or working with budgets or financial records.
- **Communication and Interpersonal Skills**
 - Effective written and verbal communication skills with the ability to communicate clearly, professionally, and diplomatically.
 - Ability to provide prompt, courteous, and professional service to members and the public.
 - Serve as a positive, confident, and approachable representative of the organization.
- **Organizational Skills**
 - Ability to independently manage time, tasks, and priorities while reporting to multiple board members.
 - Strong attention to detail and ability to manage multiple projects, deadlines, and priorities simultaneously.
 - Ability to accurately record and maintain organizational documents, minutes, and financial information.

- **Technical Skills**
 - Competency in Microsoft Office and Teams for communication, scheduling, and document sharing.
 - Experience managing social media platforms (Facebook, Instagram, etc.) and/or website content updates.
 - Familiarity with digital recordkeeping, online meeting tools, and basic data entry or financial tracking systems.
- **Professionalism & Judgment**
 - Ability to handle confidential and sensitive information with discretion.
 - Consistent ability to maintain professionalism, reliability, and ethical behavior.
- **Additional Requirements**
 - Willingness to work flexible hours, including evenings and weekends during the racing season and at special events, see expected work schedule and location below.
 - Comfortable working around horses and in an agricultural and/or racing environment.
 - Valid driver's license and ability to travel across the state for meetings and events.

Preferred Qualifications

- Experience working in or with the **horse racing (particularly harness racing) or equine industry**.
- Understanding of nonprofit operations, budgeting, and board governance.
- Experience in marketing, event coordination, business operations, or association management.
- Experience with website management tools (e.g., WordPress, Wix, or Squarespace) and graphic design or social media tools (e.g., Canva, Meta Business Suite).
- Strong creative thinking skills with experience developing and executing engagement initiatives.
- Financial or bookkeeping experience.

Work Schedule and Location

April–October (Racing Season): Work primarily from MHRI's office in Columbus, MN, with regular attendance at Running Aces race nights (Tuesday, Thursday, and Sunday evenings). Responsibilities during this period focus on Member, Public, and Industry Relations.

October–April (Off-Season): Work remotely from a home office, with monthly in-person meetings and occasional travel to events. Time during this period is dedicated to Administrative and Board Support and project development.

This role requires maintaining consistent office hours—both during and outside of the racing season—during which board members and MHRI members can reach the Administrative Director in person, by phone, or by email.

Compensation and Benefits

Pay Range: commensurate with experience and qualifications.

Benefits: Health insurance stipend, vacation, personal/sick days.

How to Apply

Interested applicants should send a cover letter, résumé, and desired salary via email to info@mnharness.com.

For questions about the position, please contact MHRI at info@mnharness.com.