



Charles Town HBPA

Executive Director

Position Available

Charles Town HBPA President, Kenneth F. Lowe announces applications are now being accepted for the position of Executive Director of the Charles Town HBPA.

Qualifications and requirements include, but not limited to:

- Thorough understanding of and broad experience with the to the Thoroughbred racing industry
- Ability to read, analyze, and interpret complex documents, routine reports, and other correspondence
- Good public relations skills; contract negotiation and lobbying skills preferred
- Proficiency and experience with Microsoft Word, Excel, Power Point and Quick Books Pro
- Basic understanding of internet communications
- General knowledge of accounting and mathematical principles
- Qualified and experienced to properly supervise office management
- High School graduate with college background preferred
- Must qualify for licensure with the West Virginia Racing Commission
- Represent the CTHBPA at any and all public and private hearings, meetings and formal legislative functions.
- **Salary and Benefits commensurate with qualifications and experience.**
- **Send resume and references to: Charles Town HBPA 835 E. Washington Street, #106, Charles Town, WV 25414, email to cthbpa@yahoo.com or fax to (304) 728-2113.**

Deadline May 15, 2011