



**JOB OPPORTUNITY**  
**EXECUTIVE DIRECTOR (half time)**

The Association of Problem Gambling Service Administrators (APGSA), established in 2000, is a national non-profit organization. The association supports the development of services that will reduce the impact of problem gambling. APGSA's goal is to include membership representation from all states providing publicly funded problem gambling services in America. In doing so, APGSA develops, enhances, and supports partnerships with stakeholders in the problem gambling field. In addition, APGSA addresses the issues and concerns in this field from a public administration perspective. APGSA is an active association that enhances the effectiveness and efficiency of its members through support, information dissemination, and adherence to professional standards. APGSA assists members in providing equitable problem gambling services appropriate for all cultures, by developing industry standards of care.

**Position Available:** Executive Director (50%)

**Start date:** July 2019

The APGSA is seeking a seasoned professional with leadership experience and expertise in the behavioral health field, specializing in problem gambling services, preferably with management and administrative skills.

The Executive Director leads the organization, by advising the Board and assisting with the development and implementation of a strategic plan. APGSA is committed to growing the organization by providing value to members and seeking new membership and partnerships.

The success and of the APGSA relies on the Executive Director's ability to lead the board, executive committee, and members in promoting the organization and positioning APGSA as a collective, recognized expert in the program gambling field. The Executive Director coordinates meetings between the board, executive committee, and members, as well as, provides recommendations to workgroups within the organization.

The Executive Director's responsibilities include the overall management of the comprehensive business operations of the APGSA; overseeing planning and policy development; advocacy for organizational and constituent needs; community and member relations; resource and partnership development; and fiscal management, including budget projections and expenditures, reports and audits.

The executive director reports to the Board of Directors through its executive committee.

Executive Director primary responsibilities:

- Increase financial resources, grow the organization
- Secure stable operating budget
- Provide guidance and support to APGSA contractors
- Manage fiscal operations, contracts and website contracts
- Facilitate board and member meetings
- Oversee planning and policy development
- Advocate for organizational and constituent needs on national and state levels
- Promote community relations and member services
- Seek mutually beneficial partnerships and collaborations

**To apply:** submit resume and statement of qualifications to [jenn@adminsolutionsgroup.com](mailto:jenn@adminsolutionsgroup.com)

**Statement of Qualifications:**

Please answer the following questions, use Arial 12 pt. font, no more than two pages.

1. Describe your knowledge and experience in the field of problem gambling. Provide an example of your leadership skills related to a largescale project.
2. Please describe your experience as an administrator in securing stable funding via fundraising, grants, donations, etc.
3. Why are you the best person for the Executive Director position?

The APGSA is an equal opportunity employer to all, regardless of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, or genetic information.