



## JOB POSTING

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**Job Title:** EXECUTIVE DIRECTOR  
**Reports To:** PRESIDENT OF THE CCPG

**Career Level:** EXPERIENCED (MANAGER)  
**Status:** EXEMPT, FULL TIME

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### **SUMMARY:**

The Executive Director is responsible for the daily operation of the California Council on Problem Gambling. Must have a clear vision of the mission of the California Council on Problem Gambling. Must strive to always adhere to the mission, that the California Council on Problem Gambling is a nonprofit organization dedicated to assist problem gamblers and their families and to promote public awareness, research, prevention and treatment. The CCPG is funded by voluntary contributions from business and other interested parties, and does not take a position for or against legalized gambling.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:** *includes the following. Other duties may be assigned.*

1. Reports to the Board of Directors and is specifically guided by the members of the Executive Board
2. Be a person of high moral character who strives to be a good leader and mentor to those that he/she manages
3. Responsible for supervising the daily operation
4. The primary responsibility of the Executive Director is fundraising
5. Develop all correspondences to the National Council and all Affiliate Councils
6. Interface with gambling related companies throughout the World
7. Oversee the operation and maintenance of the California Council website, the newsletter and e-mail inquiries directed to the Council
8. Oversee complete financial operations, including accountability for all Council income and expenses
9. Develop the budget and financial reports for the Board of Directors
10. Develop and promote the marketing of the various gambling videos, books and literature for the public
11. Promote the casino employee responsible gaming training programs and certification
12. Administer the promotion of the California Certified Gambling Counselor Certification Training throughout the State
13. Assist and oversee the writing of grants to assist and promote the work of the Council throughout the State
14. Supervise and maintain the Council's premier "Problem Gambling Helpline," including the mailing of problem gambling related literature for gambler's and their families
  - Promote the active use of our helpline through the advertising of the 1-800-GAMBLER number
  - Develop and distribute annual reports of the helpline, which should include statewide demographic statistics and trends as they relate to various gambling activities within the State
  - Continually monitor and assess the helpline operations in an effort to adjust various pre-connect messages to reduce the non-help calls

- Report to the Board of Directors recommendations that would enhance the helpline operation in California
15. Assisting with Human Resource matters
  16. Evaluating and making recommendations regarding the office, programs, and administrative support needs
  17. Assisting with projects, relating to fundraising, conference planning and events, and public education/communications
  18. Performing all related and compatible duties as assigned

**SUPERVISORY RESPONSIBILITIES:**

Supervises associates working within the administrative department, assigned to designated programs. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include help interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**REQUIREMENTS:**

1. Bachelor's degree in Business Administration, Finance, or a related area is desired, but not required.
2. Minimum of 3 years of experience in project/program/contract management, finance planning and analysis, and/or relevant experience.
3. Experience working in a non-profit organization.
4. Experience in treatment, prevention, public awareness, education or research of problem gambling.
5. Experience in proposal preparation and negotiations, and managing and coordinating programs is required.
6. Excellent written, verbal, presentation and interpersonal communication skills.
7. Ability to interface with administrative, management, executives, the Board of Directors, State Legislators, Tribe Entities personnel, etc.
8. Basic computer skills required.

**COMPENSATION:**

Salary commensurate with experience.

**TO APPLY:**

E-mail cover letter/letter of interest and resume to the President of the California Council at [president@calproblemgambling.org](mailto:president@calproblemgambling.org). Position open until filled.