

Charitable Gambling Manager

Defeat of Jesse James Days Committee
PO Box 23, Northfield, MN 55057

Point of Contact

Galen Malecha, DJJD General Chairperson
(612) 220-6041 or g.malecha@yahoo.com

Job Summary: The DJJD Charitable Gambling Manager is responsible for the management and oversight of all DJJD Charitable Gambling to maintain compliance with the state of MN. This job will require on average 15-25 hours per week, with a salary of \$20/per hour.

Primary Job Responsibilities

- File reports with gambling control board of MN and department of revenue
- Oversee and manage all DJJD charitable gambling sites (currently 3)
- Oversee and manage monthly inventory and reporting
- Oversee and manage all DJJD charitable gambling vendor relations
- Oversee and manage additional charitable gambling committee members (currently 3)
- Foster positive relationships with business owners at charitable gambling sites
- Manage payroll for charitable gambling committee
- Provide monthly reports to DJJD committee for approval
- Work alongside DJJD board of directors to determine charitable donations
- Work alongside DJJD general chairperson to evaluate additional site opportunities
- Assist DJJD committee members with application and reporting on additional charitable gambling opportunities as applicable (ie. bingo, raffles, tip boards, etc.)
- Other duties as assigned

Desired Qualifications

- Strong attention to detail skills
- Strong mathematical aptitude
- Computer skills, including knowledge of QuickBooks, Excel, or willingness to learn
- Live in or near Rice County
- Own a personal vehicle to transport themselves to and from sites
- Flexible schedule

All interested applicants should submit a current resume along with two professional references via email to DJJD General Chairperson, Galen Malecha (contact listed above), via email by May 15th for consideration.

The Defeat of Jesse James Days committee plans and operates the DJJD celebration, the third largest hometown festival in the state of MN. Annually held in Northfield, the DJJD celebration takes place the weekend after Labor Day. Charitable gambling is one of the ways in which the DJJD celebration raises funds to support celebration expenses.