

**Government of the District of Columbia
Office of the Chief Financial Officer (OCFO)**



EXECUTIVE DIRECTOR, DC LOTTERY

\$168,828.00 – 184,825.00

The Office of the Chief Financial Officer (OCFO) whose mission is to enhance the fiscal and financial stability, accountability and integrity of the Government of the District of Columbia is in search of an **Executive Director, Office of Lottery and Charitable Games (DCLB)**. The Executive Director is located in the Office of the Chief Financial Officer, Office of Lottery and Charitable Games (DCLB), Office of the Executive Director. DCLB's mission is to provide District residents with financial benefits through the sale of lottery [products and support of charitable organizations pursuant to gaming regulations.

The position will report to the Chief Financial Officer. Working under the general policy direction of the Chief Financial Officer (CFO), the Executive Director has full authority for planning, directing, and overseeing all aspects of the agency's programs, policies, and procedures as it relates to administration, statutory compliance, security, revenue, sales goal achievement, marketing, game development, charitable gaming, licensing retailers and nonprofit organizations and other functions.

More specifically, the Office the Executive Director plans, administers, supervises and coordinates the operation of the public gaming and charitable activities in accordance with provisions of D.C. Law 3-172, Section 2-2503. The Executive Office is also responsible for ensuring that the agency generates revenue for the District government through administration of a lottery and regulated charitable gaming, Daily Numbers games, Bingos, and Raffles for Charitable purposes in the District of Columbia.

In addition, duties include but are not limited to:

- Overseeing the agency, providing executive leadership in establishing and effecting broad policies and objectives related to DCLB's mission and has primary responsibility for all financial, administrative and program operations.
- Overseeing, implementing, and authorizing all aspects of the agency's programs, policies, and procedures as it relates to administration, statutory compliance, revenue, sales goal achievement, marketing, game development, charitable gaming, licensing retailers and non-profit organizations and other functions.
- Providing managerial expertise and guidance to facilitate accomplishment of the agency's mission, goals and objectives, effective program operations, innovations, management improvements and professional development
- Advising the CFO on broad issues related to financial compliance, regulation, business, organizational development, long and short-range planning and its effectiveness.
- Representing the agency before local officials, legislative committees, executives and senior managers of other agencies concerning program activities.
- Implementing and supporting policy, budgetary and management options needed to establish, modify or maintain the agency's administrative requirements and procedures for the facilitation of program delivery.

- Establishing and maintaining relationships with industry colleagues, government officials, business leaders and other stakeholders to foster the lottery's corporate image and well-being.
- Setting agency's budget, procurement objectives, and requirements. Determining reallocations when additional funds are received or regulations change. Approving, monitoring and reviewing financial record-keeping systems, audits, and agency transactions in accordance with sound fiscal practices and local regulations.
- Responsible for assuring the preparation of reports, financial, accounting, revenue and other statements and publications which are and may be required by the Chief Financial Officer of the District of Columbia.
- Addressing community action groups, service clubs and professional organizations concerning the activities of the D.C. Lottery.
- Establishing and monitoring technology used to support the agency's gaming operations, financial reporting, audits and government compliance requirements.
- Directing, planning, organizing, and overseeing the activities of the office. Managing and coordinating the collective efforts of the multi-disciplined team of government staff and/or contractors assigned to the agency programs.
- Planning work for accomplishment by subordinates by providing direction and advice regarding policies, procedures, and guidelines. Developing and implementing strategies, which require additional emphasis or clarification, providing different courses of action for arriving at goals and objectives, and justifying the course of action selected.
- Performing other related duties as assigned.

MINIMUM QUALIFICATIONS: Desired candidate must have at least 7-10 years of progressive management and operations experience performing the related duties and responsibilities to successfully perform the essential functions of the position. Preferred candidate will have an advanced degree in a related field and management experience in the gaming, recreation or attractions industries.

For initial review, please submit your resume to Office of the Chief Financial Officer, Human Resources Division, 1101 4th Street, SW, Suite W220, Washington, DC 20024 or to ajoke.akinsika@dc.gov.

To complete an application or for additional details related to this vacancy, please visit www.cfo.dc.gov and reference announcement number: 16-EP-DCLB-0003

The OCFO offers a competitive salary and benefits package including medical, dental, retirement, and educational assistance.

The Office of the Chief Financial Officer is an EQUAL OPPORTUNITY EMPLOYER