U. S. Figure Skating

Coordinator, Sponsor Relations

U.S. Figure Skating, the National Governing Body for the sport of figure skating, located in Colorado Springs, Colorado, is accepting applications for the position of Marketing Coordinator. U. S. Figure Skating is a member of the United States Olympic Committee (USOC), and the International Skating Union (ISU).

Responsibilities Include: The Coordinator, Sponsor Relations will be responsible for the completion of the tasks listed herein. In addition, all tasks that are assigned by the Chief Marketing Office will be the responsibility of the Coordinator, Sponsor Relations. Emphasis will be placed on the candidate’s ability to work both independently and in a team environment, accuracy, customer service, creativity and timeliness.

Qualifications: Applicant must hold a Bachelor’s Degree in sport management, business, marketing or equivalent, masters’ degree in sport management or business preferred. Minimum of three years of work experience required, preferably in the sport industry. Experience with a national governing body or the USOC is a plus. The applicant must have highly developed organization and planning skills; the ability to work on multiple projects simultaneously while meeting deadlines; extensive written and verbal communication skills; the ability to establish rapport with corporate partners; be willing to work some evening and weekend hours as needed and be able to travel for key U.S. Figure Skating events. All candidates must have strong computer skills, preferably PC platforms, including word, excel, PowerPoint. Experience with InDesign, Photoshop and Final Cut Pro considered a plus.

Classification: Exempt Employee

Reporting Requirement: Reports directly to the Chief Marketing Officer

Salary: Commensurate with experience

Application: Send letter of application, three references and resume to: Ramsey Baker, Chief Marketing Officer, U.S. Figure Skating, 20 First Street, Colorado Springs, Colorado 80906 or to rbaker@usfigureskating.org. No calls will be accepted. Review of resume and applications will begin immediately. Applications will be accepted until the position is filled.
Duties and Responsibilities include, but are not limited to the following:

1. Developing relationships with national sponsors to assist with the fulfillment of corporate sponsorship agreements; including organizing receptions, planning functions and maintaining a database of current and potential sponsors.

2. Preparing annual partnership benefit outline documents for corporate sponsors, including providing timelines and specifications on fulfillment.

3. Preparing annual ROI reports for corporate partners.

4. Assisting with the activation of corporate sponsors throughout the year, including on-going programs and those that take place at U.S. Figure Skating events and sponsor specific programming; including pre-planning, on-site fulfillment and follow-up.

5. Working closely with the U.S. Figure Skating events department to plan and execute in-arena marketing, advertising and promotional plan for Skate America, U.S. Championships and other major events throughout the year.

6. Serving as the advertising manager for print and online version of SKATING magazine; including processing incoming ads, invoicing, working with magazine designer for ad placement, providing customer service to advertisers and developing a comprehensive plan to increase ad revenue and magazine circulation.

7. Assisting with the overall strategy development and overseeing the day-to-day management of U.S. Figure Skating’s licensing and merchandising relationships; including online store, event merchandise sales, affiliate programs, etc.

8. Researching and preparing presentations for potential corporate partners.

9. Preparing and presenting non-television based sponsorship opportunities to prospective sponsors and suppliers.

10. Serving as the sponsorship contact for all qualifying event Local Organizing Committees; including assisting with contract review, sponsorship clearance and integration of national ads and sponsor activation at the local level.

11. Actively participate in weekly department meetings, contributing to the development of ideas and overall strategy with in the department; including SKATING magazine, www.usfigureskating.org, icenetwork.com and media and public relations.

Miscellaneous Duties and Responsibilities:

1. Respond to volunteer, staff and corporate partner needs in areas concerning sponsor relations.

2. Special projects as defined by the Executive Director and/or Chief Marketing Officer.