Business Development Manager

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 Business Development Manager. U.S. Figure Skating is a member of the U.S. Olympic & Paralympic Committee (USOPC) and the International Skating Union (ISU).

The Business Development Manager is responsible for assisting with the administration, development, monitoring and delivery of Learn to Skate USA. The mission of Learn to Skate USA is to provide a fun and positive experience that will instill a lifelong love of skating. The main goals of the Business Development Manager are to 1) promote participation in Learn to Skate USA programs and 2) increase the utilization of the program nationwide.

Duties and Responsibilities:
- Increase Learn to Skate USA membership and program registrations
- Develop materials to assist skating programs/facilities in administering the Learn to Skate USA program
- Promote continued participation in all ice sports and NGB-sponsored programs
- Develop materials for skating directors, instructors, parents and skaters, including bi-monthly and monthly newsletters, webinars, workshops, certification and training materials
- Assist with the continued development of the Learn to Skate USA management system and website
- Support the three sectional Business Development Specialists
- Analyze the data to prioritize how to best support our programs and membership growth
- Make personal contact with underperforming programs, creating meaningful, cooperating partnerships to achieve mutually beneficial success
- Always provide day-to-day customer service to members and promote positive customer relations
- Travel required

Qualifications: A qualified candidate must have demonstrated a minimum of two years’ experience running the day-to-day operations of a successful learn to skate program and hosting special events to encourage participation and retention of members. Candidates must have excellent skills in management and organization, extensive knowledge of grassroots figure skating, hockey and/or speed skating, excellent verbal and written communication skills, and strong computer skills. Excellent interpersonal skills and the ability to work well with all levels of internal management and staff, volunteers, outside clients and vendors is preferred. A bachelor’s degree is preferred.

Reports To: Senior Director of Membership
Classification: Exempt Employee
Salary: Commensurate with experience
Application: Email letter of application, resume and three references:
Susi Wehrli McLaughlin, Senior Director Membership, U.S. Figure Skating
swehrli@usfigureskating.org

Review of applications will begin immediately. Applications will be accepted until this position is filled.