

Coordinator, Administration



U.S. FIGURE SKATING

U.S. Figure Skating, the National Governing Body (NGB) for the sport of figure skating, is located in Colorado Springs, Colorado. U.S. Figure Skating is a member of the United States Olympic and Paralympic Committee (USOPC) and the International Skating Union (ISU).

U.S. Figure Skating is an Equal Opportunity Employer and does not discriminate based on race, color, religion, national origin, gender, gender identity or expression, sexual orientation, age, disability, or any other status or characteristic protected by law or regulation. We are committed to building and sustaining a diverse team by maintaining hiring and recruiting processes that are free from bias.

Don't Meet Every Requirement? If you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply anyway. Your unique combination of passion, skills and experience could make you the right candidate for this position.

POSITION DESCRIPTION

The Coordinator serves the Development Department through implementation of creative stewardship touchpoints and management of membership programs and special funds. Reporting to the Sr. Dir, Partnerships & Development, the Coordinator will support the growth of U.S. Figure Skating's development division and community of supporters by providing an exceptional experience for donors at every step of their engagement with USFS. The Coordinator also supports the Director of Governance and Sports Services in recruiting and onboarding volunteer officials and performs projects for senior staff as assigned.

DUTIES AND RESPONSIBILITIES INCLUDE

- Oversee USFS's donor membership program, *Friends of Figure Skating*, and ensure exceptional experience for members, from onboarding through renewal. Make recommendations for program enhancements to drive donor engagement and affinity.
- Lead *signature scholarship and athlete fund* programs. Provide programmatic oversight, manage application and distribution process, and prepare donor reports.
- Collaborate with the Communications Team to implement an annual donor communication strategy designed to demonstrate and reinforce the impact of contributions to USFS. Efforts to include the development of the annual impact report and other donor touchpoints.
- Support all grant and fund reporting efforts, ensuring proper messaging and data points.
- Collaborate with Events Team to support advance planning for donor hospitality events, including activities at Skate America and U.S. Championships.
- Enter donor gift information and maintain detailed and accurate donor pledge records and files in USFS CRM system.

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- Create acknowledgement letters, compose personalized donor correspondence, and prepare mailings as directed.
- Maintain officials records in the member database, including but not limited to, processing appointments, registering prospective officials, tracking school activity.
- Serve as the staff liaison for the Officials Recruitment Subcommittee, including maintaining the Officiate section of the website, and creating processes/tools to track and follow up on interest.
- Support the vice chair of exam management in creating, sending and tracking exams, and maintaining exam results for officials, including annual rules review.
- Work with the Marketing and Communications team to create and send a monthly e-newsletter to officials.
- Manage non-compliant and inactive officials, including updating records and communicating as needed.
- Support Director of Governance & Sports Services in administering officials training programs.
- Special projects as defined by the CEO and/or the senior level leadership team.

QUALIFICATIONS

To perform this job successfully, the candidate must be able to perform each essential duty above to the highest level. The requirements listed below are representative of the knowledge, skill, and/or ability needed to be a successful candidate.

- Applicant must hold a bachelor's degree
- 3-5 years of experience in development or fundraising, preferably for a not-for-profit organization
- Excellent written and verbal communication skills as well as interpersonal skills
- Proficient with fundraising/relationship management software such as Raiser's Edge

LOCATION

Colorado Springs, Colorado (Hybrid)

U.S. Figure Skating has a flexible work environment. Team members are required to work in the office three days per week; additional temporary remote opportunities exist throughout the year based on the organization's business operations.

COMPENSATION

Hourly rate of \$25.00 - \$27.29/hour
Overtime and benefits eligible

CLASSIFICATION

Full-Time Hourly, Non-Exempt

REPORTING REQUIREMENT

Dual reporting to the Senior Director of Partnerships & Development and the Director of Governance & Sport Services.

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APPLICATION

Please send letter of application and resume to:
Marlene Heck, Human Resources Coordinator
mheck@usfigureskating.org

Please note telephone calls will NOT be accepted.

Candidate review will begin immediately. Applicants will be accepted until the position has been filled.