

# ***Executive Project Manager***



## ***U.S. FIGURE SKATING***

U.S. Figure Skating, the National Governing Body (NGB) for the sport of figure skating, 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).

## ***POSITION DESCRIPTION***

The Executive Project Manager is a highly organized and results-driven project manager to support the planning, execution, and delivery of key projects across the organization. This sports-loving candidate will have project management industry background and training, including methodologies and technology. This is a service-minded role and the “connector” among multiple departments and cross-functional teams. It will combine the organizational skills of a project manager with the client-facing communication skills of an account manager. Each department will be the candidate’s “client.” Success measurements will be client satisfaction and program effectiveness. Each department will remain as the business owner of its respective programs with this role providing support (ex. events, conferences, education, promotional campaigns, etc.)

## ***DUTIES AND RESPONSIBILITIES INCLUDE***

### **Organizational Project Management**

- Support the development and day-to-day tracking of the organizational operating plan and help translate strategic plans into actionable execution roadmaps
- Bridge between strategic vision and operational execution
- Develop project plans, scope, timelines, KPIs and deliverables for high priority programs
- Serve as a departmental liaison with finance budget development tracking
- Serve as the inter-departmental communicator (i.e., the silo buster and connector)
- Support change management efforts related to new systems, processes, or structures
- Develop operational plan updates for staff and Board of Directors
- Track project performance and KPIs (short-term and long-term) and post-project analysis
- Facilitate meeting agenda development, follow-up and reporting (ex. All Staff, Leadership)
- Maintain centralized project documentation for transparency and continuity
- Participate in departmental and project meetings
- Ensure compliance with company policies, procedures, and standards
- Foster a collaborative and productive team environment

### **Special Projects**

- Support the CEO in various strategic projects across wide-ranging topics (ex. media strategies, sport growth, new revenue opportunities, organizational operations, organizational efficiency, etc.)

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## QUALIFICATIONS

The candidate must be able to perform each essential duties above to the highest level. The requirements below are representative of the knowledge, skill, and/or ability to be successful.

- Bachelor's degree in business, management, or a related field (Master's or MBA preferred)
- Project management certification(s)
- 3-7 years of proven experience in project management
- Strong understanding of project management tools, methodologies, and best practices
- Exceptional attention to detail and follow through
- Experience in account management and budget management
- Sports or non-profit industry experience preferred
- Excellent leadership, communication, and interpersonal skills.

## Preferred Skills:

- Strong experience with project management methodologies, technology and tools
- Ability to "manage up" and organize people across departments
- Strong analytical, organizational and problem-solving skills
- Budget management and financial forecasting experience

## 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 with this role requiring that as a minimum. Remote work will not be considered for this role.

## COMPENSATION

\$75,000 – 90,000

## CLASSIFICATION

Full-Time, Exempt

## REPORTING REQUIREMENT

Reporting to the CFO (with high CEO interaction)

## APPLICATION

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

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.