

## *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).

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*

This role is vital to the success of U.S. Figure Skating's partnerships. The ideal candidate will manage and grow existing partner relationships, ensuring deliverables are met using platforms like Monday.com and SponsorCX. Strong communication, creative problem-solving, and proactive thinking are key to building customized packages, providing timely feedback, and supporting renewals and upsells. The candidate will manage partnerships, overseeing asset delivery, implementation, relationship management, recaps, and analysis. Additionally, this role will manage all aspects of merchandise operations, including inventory management, product ordering, online store accuracy and fulfillment logistics- ensuring a seamless customer experience and aligning merchandise strategy with major campaigns, events, and partnership activations.

## *DUTIES AND RESPONSIBILITIES INCLUDE*

- Manage strategic partner relationships by ensuring deliverables are met and providing consistent communication and support
- Collaborate with internal teams and third-party agencies to fulfill partner commitments, track assets, and produce post-event recaps.
- Develop and execute creative partner activations that meet goals and contractual obligations, while assigning measurable value.
- Support new business development by researching prospects and creating sales decks and presentations with the creative team.
- Act as the primary sponsorship contact for local organizing committees across events, camps and conferences.

# Manager, Partnership Marketing



- Coordinate sponsor elements at events, including activations, logistics and backstage operations like load-in/loadout and asset to show management.
- Oversee partner-related event logistics, including accommodations, credentials, hospitality and ticketing.
- Manage all digital and print marketing assets related to partnerships, including SKATING magazine and the U.S Figure Skating website sponsor adverts.
- Lead merchandise operations, including inventory and product management, athlete collaborations, booth setup and event sales.
- Maintain and fulfill the online store; reconcile inventory and order products to ensure availability, fulfillment efficiency, and brand consistency.
- Collaborate with the Director of Business Development to upsell and cross-sell existing partners, oversee brand collaborations and maintain a 75% year-over-year partner retention rate.

## 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.

- Bachelor's degree in sport management, business, marketing or related field. (Can be substituted with proper project management or sales experience)
- Minimum of three years of experience, preferably in the sports or events industry.
- Experience within the Olympic space.
- Strong relationship-building, customer service, creativity and time management skills.
- Must be highly organized and able to manage multiple projects simultaneously meeting deadlines and maintaining attention to detail.
- Excellent written and verbal communication skills, with the ability to establish rapport with partners.
- Willingness to work evenings, weekends and travel as required for key events.
- Strong computer skills, preferably with PC and cloud-based platforms (Word, Excel, Canva, Powerpoint, Outlook)
- Additional creative design experience is a plus.

### Preferred Skills:

- Sales Background
- 2-3 years sales & events experience
- Familiarity with figure skating

## COMPENSATION

\$55,000-\$65,000

# *Manager, Partnership Marketing*



## *CLASSIFICATION*

Full-Time, Exempt

## *REPORTING REQUIREMENT*

Reporting to Director, Business Development

## *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.