



U. S. Figure Skating

Manager, Giving and Funding Programs

U.S. Figure Skating, the National Governing Body (NGB) for the sport of figure skating, located in Colorado Springs, Colorado, is accepting applications for the position of Manager, Giving and Funding Programs. 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 on the basis of 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.

Responsibilities Include:

The Manager, Giving and Funding Programs is responsible for planning, organizing, and ensuring implementation of all aspects of U.S. Figure Skating's fundraising programs, including donor relations and stewardship, major gift donor identification and solicitation, planning and executing annual appeals and special events. The Manager, Giving and Funding Programs also oversees eight scholarship programs and works closely with non-profit volunteer committee leadership. The ideal candidate has a proven track record in development with the desire to grow donor count and fundraising commitments while acting as the organization's direct contact for donors and others related to U.S. Figure Skating fundraising endeavors. Emphasis will be placed on ability to work in a team environment, balance multiple projects and deadlines, accuracy, timeliness, flexibility, and professionalism.

Description and Responsibilities Include:

- Develop, manage and be responsible for the implementation of a comprehensive and strategic plan for U.S. Figure Skating's fundraising and donor program.
- Ideate and draft materials related to development campaigns such as annual appeals, athlete-related funds, and Friends of Figure Skating, among others.
- Act as staff liaison to volunteer committees and task force leadership.
- Oversee the management of U.S. Figure Skating's eight scholarships and their distribution.
- Solicit and grow Friends of Figure Skating, including the planning and execution of at least two Friends of Figure Skating events per season tied to major skating competitions.
- Present and host at events, panels, and other opportunities to help drive donor engagement.
- Enhance and bring innovation to annual giving programs to increase overall donor count, unrestricted donations, and donor engagement.
- Guide annual fund donors' journey to cultivate major gift prospects.
- Work across departments to develop brand-focused materials and events in support of U.S. Figure Skating.
- Work with the CFO on fund and scholarship distributions and donation-related tax reporting.
- Other duties as assigned by the Executive Director and Senior Director, External Relations based on skillset and organizational needs.

Qualifications:

- Bachelor's degree required.
- 3+ years of experience in development and/or fundraising or related professional experience.
- Experience in developing and managing fundraising campaigns, annual and planned giving programs with knowledge of best practices in fundraising techniques.
- Experience with a national governing body for sport, collegiate athletics department, professional sports team, league, agency, or major property is preferred, but not a requirement.
 - Experience or knowledge of figure skating is a plus, but not a requirement.
- Proactive problem-solver skills and calm demeanor while providing excellent customer service.
- Exceptional interpersonal skills and ability to work collaboratively with all levels of staff, volunteers, donors, and prospective donors.
- Ability to manage multiple priorities and meet deadlines.
- Familiarity with donor tracking and donation management systems.
- Strong written and verbal communication skills, particularly around effective program storytelling and communicating impact.
- Maturity in discretion and diplomacy when dealing with confidential and/or sensitive matters.
- A willingness to work some evenings and weekend hours as needed; the ability to travel for key U.S. Figure Skating events.
- Strong knowledge of fundraising software and strong proficiency in Microsoft Office suite. Experience with Blackbaud is a plus.
- A willingness to actively participate in educational programs and apply understanding in the areas of diversity, equity, and inclusion.

Location: Colorado Springs, Colorado (Hybrid)

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

Classification: Exempt

Reporting Requirement: Reports to Senior Director, External Relations

Compensation: Commensurate with experience: Annual Salary Range: \$52,000-\$60,000

Application: Send letter of application and resume to:
Barbara Reichert, Senior Director, External Relations at
breichert@usfigureskating.org.

Please note telephone calls will NOT be accepted

Review of resume and applications will begin immediately, and applicants will be accepted until position has been filled.