

# Manager, Qualifying Competitions



## *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 will manage the day-to-day responsibilities of U.S. Figure Skating's annual qualifying competitions. The ideal candidate will bring experience within the events space to build on the current competition environment with a focus to enhance the overall athlete experience and enhance opportunities to clubs to host.

## *DUTIES AND RESPONSIBILITIES INCLUDE*

- Act as primary contact with U.S. Figure Skating Clubs bidding on and hosting competitions annually to include:
  - o National Qualifying Series (NQS)
  - o NQS Finals
  - o Synchronized Sectionals
  - o Adult Sectionals
  - o Adult Championships
- Mentor and collaborate with host clubs to ensure U.S. Figure Skating rules, policies and event requirements are understood and implemented.
- Be a champion for the qualifying competition experience to improve overall awareness, improve operational processes and annual data review.
- Work collaboratively with internal departments and external committees to review and improve competitions annually.
- Collaborates with U.S. Figure Skating committees including, but not limited to, the Competitions Committee.

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- Provide onsite support at U.S. Figure Skating events including, but not limited to, those previously listed, Skate America, U.S. Figure Skating Championships and U.S. Synchronized Skating Championships as assigned.

## 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, marketing or related field.
- Minimum of three years of experience, preferably in the figure skating or sports events industry.
- Experience as athlete, coach or club leadership within figure skating preferred.
- Strong relationship-building 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 club leadership.
- Ability to work evenings, weekends and travel as required for assigned competitions.

## COMPENSATION

\$55,000-\$65,000

## CLASSIFICATION

Full-Time, Exempt

## REPORTING REQUIREMENT

Reporting to Director, Events

## LOCATION

Colorado Springs, CO (Hybrid. Employees are required to work in the office three days a week.)

## 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.