



U. S. Figure Skating

Merchandise & Licensing Specialist

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 Merchandise & Licensing Specialist. 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 Merchandise & Licensing Specialist will be responsible for the completion of the tasks listed herein. In addition, all tasks that are assigned by the Senior Director, Marketing & Sales will be the responsibility of the Specialist, Merchandise & Licensing. Emphasis will be placed on the candidate's ability to work both independently and in a team environment, accuracy, customer service, creativity, and timeliness.

Description and Responsibilities Include:

- Serve as point of contact for merchandise and e-commerce partners, vendors, and USOPC
- Work with internal departments to plan yearly apparel needs
- Create annual business plan for apparel and sales plan
- Work with marketing department to create new product lines
- Support local organizing committees and clubs on merchandise best practices and vendor selection
- Lead licensee requests and approval process and ensure compliance
- Maintain sales records and create monthly revenue reports
- Manage timelines and obtain necessary approvals for all licensors for product concepts and pre-production samples
- Lead distribution process and manage selected distributors
- Work with finance department to process purchase orders and ensure consistency
- Responsible for receiving and tracking product
- In collaboration with Senior Director, Marketing and Sales negotiate merchandise partners contracts and pricing structures
- Support merchandise partner onsite at events
- Special projects as defined by the Executive Director and/or the organization's senior level leadership team

Qualifications:

- Minimum of two years of work experience or internships required, preferably in the retail management or similar field.

- The applicant must have highly developed organization and planning skills; the ability to work on multiple projects simultaneously while meeting deadlines; extensive written and verbal communication skills, and excellent interpersonal skills.
- Preferred skills include knowledge of retail strategies, licensing contracts, and understanding of product life cycle.
- All candidates must have proficiency in Microsoft applications, including Word, Excel, PowerPoint.
- Ability to work evenings and weekends and travel as needed.

Location: Colorado Springs, Colorado

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

Classification: Non-Exempt Employee

Reporting Requirement: Reports to the Sr. Director, Marketing & Sales

Compensation: Commensurate with experience; Hourly Range- \$22.00 to \$25.00

Application: Send letter of application and resume to:
Pam Dustin, Human Resources, at pdustin@usfigureskating.org.

Please note telephone calls with NOT be accepted

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