



## U. S. Figure Skating

### Manager, Strategic Partnerships

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, Strategic Partnerships. 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.

#### **Description and Responsibilities Include:**

- Leading U.S. Figure Skating's day-to-day relationships with strategic partners.
- Partnering with U.S. Figure Skating's media and sales agency to manage fulfillment, asset tracking and year-end recap reporting to partners.
- Developing and implementing creative and high-impact activations that support partner business goals and deliver on contractual obligations.
- Supporting the Senior Director, Sales and Marketing in researching new partner opportunities and creating presentation materials and sales decks.
- Growing and delivering unique assets for current and future partners.
- Serving as the day-to-day contact for Local Organizing Committees for U.S. Figure Skating controlled events for all sponsorship related activities.
- Working with Events Department to manage sponsor elements at U.S. Figure Skating owned and operating events, including on concourse activations and backstage operations.
- Coordinating advertiser and partner related event logistics, including hotel, credentialing, hospitality, and ticket needs associated with all U.S. Figure Skating controlled events.
- Collaborating across departments to create and implement new assets and programs that can be offered to existing and potential partners.
- Serving as the advertising sales manager for SKATING magazine and the organization's digital platforms.
- Assisting with the development of the organization's merchandise strategy and overseeing the day-to-day management of ecommerce vendors and affiliate program providers, including licensing programs and royalty tracking.
- Following trends in marketing, sponsorship, and the sports industry to help further sponsorship development and engagement.
- Actively participating in regular marketing department meetings and contributing to the overall strategy development within the department and for the organization.
- Special projects as defined by the Executive Director and/or the organization's senior level leadership team.

**Qualifications:**

- Applicant must hold a Bachelor's in sport management, business, marketing, or related degree.
- Minimum of three years of work experience required, preferably in the sport industry.
- Experience with a national governing body or the USOPC is a plus.
- Ability to work both independently and in a team environment, relationship building, customer service, attention to detail, creativity, and timeliness.
- Successful applicants 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; the ability to establish rapport with corporate partners; a willingness to work some evening and weekend hours as needed and the ability to travel for key U.S. Figure Skating events.
- All candidates must possess strong computer skills, preferably PC platforms, including Word, Excel, and PowerPoint. Experience with InDesign and Photoshop will be considered a plus.

**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, Sales and Marketing

**Compensations:** Commensurate with experience: Annual Salary Range: \$48,000-\$56,000

**Application:** Send letter of application and resume to:  
Pamela Dustin, Human Resources Generalist, at [pdustin@usfigureskating.org](mailto:pdustin@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.