



U. S. Figure Skating

Senior Manager, High Performance Operations

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 Senior Manager, High Performance Operations. 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:

Camps and High-Performance Programming

The Senior Manager, High Performance Operations will serve as the project manager for the identified camps. Camp content will be created with the support of Senior Director, Athlete High Performance and Director, High Performance Development. The Senior Manager will oversee the master schedule creation, communication, EMS support, payment assistance, transportation, ice time, meeting space, guest speakers, camp staff, officials, and all other various tasks as assigned for:

- Champs Camp
- Jump On It! Camp
- National Development Team Camp
- U.S. Junior Team Cup at Skate Milwaukee
- Challenge Skate

The Senior Manager, High Performance Operations will work with the Senior Director, Athlete High Performance and Director, High Performance Development and with the High-Performance Logistics Coordinator and/or assigned project managers on:

- Logistics support for the Pairs Camp
- Dance Camp,
- High-Performance Singles Camp

The Senior Manager, High Performance Operations will work with the Senior Director, Athlete High Performance and Director, High Performance Development to:

- Assign and oversee logistic support for the Emerging Athlete programming.
- Assign officials for feedback sessions.

The Senior Manager, High Performance Operations will work with the Senior Director, Athlete High Performance; Director, High Performance Development; and High-Performance Logistics Coordinator to:

- Schedule athletes and finalize logistic support as needed.

Coaches Committee Liaison Responsibilities:

Coaches Committee

- Assist in scheduling and managing conference calls and webinars
- Coordinate USOPC & PSA annual coaching awards
- Coach Connect correspondent

Qualifications:

- Applicant must hold a bachelor's degree required.
- 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, and timeliness.
- Successful 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; the ability to establish rapport with corporate partners; a willingness to work some evenings 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 and Excel.

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, Athlete High Performance

Compensation:

Commensurate with experience: Annual Salary Range: \$53,000 to \$65,000

Application:

Send letter of application and resume to:
Mitch Moyer, Senior Director of Athlete High Performance, at
mmoyer@usfigureskating.org.
Justin Dillon, Director High Performance Development at
jdillon@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.