

U.S. FIGURE SKATING & U.S. FIGURE SKATING FOUNDATION

U.S. Figure Skating, the National Governing Body (NGB) for the sport of figure skating, is located in Colorado Springs, Colorado. U.S. Figure Skating, a non-profit organization, is a member of the United States Olympic and Paralympic Committee (USOPC) and the International Skating Union (ISU).

The U.S. Figure Skating Foundation was created in 2000 to support the purpose and programs of U.S. Figure Skating. The Foundation provides annual grants for U.S. Figure Skating initiatives, and to support athlete training, and tuition assistance for skaters.

POSITION DESCRIPTION

U.S. Figure Skating is seeking a Development Operations Manager to support the daily functions and long-term goals of the Development Office. This role works closely with the Chief Development Officer to develop donor engagement strategies that foster enduring relationships and encourage ongoing philanthropic support for U.S. Figure Skating. The right candidate is a detail-oriented self-starter who is comfortable working independently as well as part of a close-knit team that values creativity, a sense of humor, energy, and positivity. Must demonstrate integrity, collaboration, collegiality, intellectual curiosity, and a commitment to personal growth.

KEY RESPONSIBILITIES

- Generate the creation and distribution of donor communications, including appeals, email updates, impact reports, and recognition materials
- Oversee the planning and execution of donor events, recognition activities, campaigns, and engagement initiatives
- Assist in identifying prospective donors and opportunities for increased engagement and philanthropic support
- Audit, update, and maintain donor records within the database, ensuring accurate contact information and giving history

QUALIFICATIONS

- Bachelor's degree in communications, business, nonprofit management, sports management, or related field
- Minimum 5-7 years progressively responsible experience in development and fundraising or similar transferable experience
- Possesses exceptional organizational skills, attention to detail, and the ability to deliver on deadlines
- Excellent written, verbal, and presentation skills
- Experience working with a CRM database or relatable tools
- Ability to work collaboratively across departments and with external partners

PREFERRED QUALIFICATIONS

- Experience working in a membership-based or nonprofit organization.
- Familiarity with U.S. Figure Skating club and membership structure and programming.

Development Operations Manager



LOCATION

Colorado Springs, Colorado (Hybrid)

U.S. Figure Skating has a flexible work environment. Team members are required to work in the office three days per week with this role requiring that as a minimum. Remote work will not be considered for this role.

COMPENSATION

\$75,000 to \$90,000

CLASSIFICATION

Full-Time, Exempt

REPORTING REQUIREMENT

Reporting to the Chief Development Officer

APPLICATION

Please send letter of application and resume to:
Marlene Heck, Human Resources Coordinator
mheck@usfigureskating.org

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.