

Chief Operating Officer



U.S. FIGURE SKATING

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 is a member of the United States Olympic and Paralympic Committee (USOPC) and the International Skating Union (ISU).

POSITION DESCRIPTION

The Chief Operating Officer will oversee business operations and innovation with a focus on figure skating operations. This will be a strategic, forward-looking implementor of the newly created *Impact 2030* strategic plan. This person will optimize operational efficiency across critical aspects of the organization such as figure skating operations, technology, human resources, customer service and more. This person will be a team-builder and integrator across the organization. This position will report to the CEO and be part of the senior leadership team.

DUTIES AND RESPONSIBILITIES INCLUDE

Figure Skating Business Operations & Innovation

- Coordinate the implementation of the strategic plan
- Modernize organizational processes across divisions (ex. business growth, partnerships, AI advancements, skating industry partnerships, standardizing processes)
- Develop KPI measurement of programs to support *Impact 2030*
- Create new revenue or find operational cost savings and efficiencies
- Mitigate organizational risks that could impede progress to the strategic plan
- Collaborate with key stakeholders on long-term calendar planning and development
- Serve as liaison between staff and key committees to improve process
- Supervisory oversight:
 - Customer Service Operations – day-to-day service
 - HR – management of benefits, insurance, policies, employee programs and professional development
 - IT – technology strategy, planning, prioritization and road map development
 - Operations – special projects, training, education, business analysis
 - Facilities – operation of USFS building and U.S. Figure Skating Museum
 - Business Analyst – future role to help evaluate programs and organizational KPIs

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QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability needed to be a successful candidate.

- 10-15+ years of figure skating industry and business experience desired
- Experience in complex, governance-based sports organizations required
- Bachelor's degree or a master's degree is a plus
- 10+ years of in positions of leadership
- Strong organizational skills
- Collaborative leadership style
- Experience and leadership in areas of supervisory authority for the role
- Proven experience in organizational change management and oversight
- Strong strategic thinking, project management and organizational skills
- Ability to work collaboratively with cross-functional teams, leadership and external partners
- Demonstrated ability to handle multiple projects, prioritize tasks and meet deadlines in a fast-paced environment

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

\$170,000 – 200,000

CLASSIFICATION

Full-Time, Exempt

REPORTING REQUIREMENT

Reporting to the CEO

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.