**USS Director of Communications, Donor Relations & Marketing**

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| **Job Title:** | Director of Communications, Donor Relations & Marketing |
| **Target Start Date:** | November 16, 2026 |
| **Work Location:** | National Headquarters (Kearns, UT (Near Salt Lake City, UT) |
| **Department/Unit:** | Marketing-Communications |
| **Reports to:** | Chief Executive Officer |

**About US Speedskating (USS):**
USS is the National Governing Body for the sports of Long and Short Track Speed Skating in the United States. From Pond to Podium, we are US Speedskating (USS). We grow and nurture a sport where all ages can experience the thrill of speed, the camaraderie of the skating community, and the honor of representing the United States at international competitions. USS is responsible for the development of speed skating from grassroots to success at the Olympic Games. USS is recognized by the United States Olympic and Paralympic Committee (USOPC) and the International Skating Union (ISU) as the governing body for the sport of speed skating in the United States. USS has won 97 Olympic medals. USS is a 501(c)3 non-profit organization.

**Position Summary:**
The Director of Communications, Donor Relations & Marketing is a senior leadership role responsible for developing and executing the organization's marketing, communications, and fund-raising strategy to support the mission, growth, and long-term sustainability of USS. This role leads all marketing, communications and fundraising functions, including earned and paid media, social media, athlete, partner and sport promotion, fundraising communications, events, campaigns and other revenue-generating initiatives. This executive works closely with the CEO, staff, the Board of Directors, and external stakeholders to maximize marketing, communications and fundraising activities while advancing the sport, marketing the USS brand, and supporting athlete and organizational success. The position manages all USS marketing communications activities with the goal of maximizing exposure and engagement for athletes, events, and social media engagement. The position works closely with USS staff, including direct supervision of the USS Marketing & Social Media Manager, in meeting the goals of the organization.

Office hours are from 9am to 5:30pm (8 hours) with a typical Monday to Friday workweek. Domestic and international travel during the year will be required and flexibility for occasional evenings and weekend hours as much of the sporting environment occurs during non-office hours, especially during the competitive season from September through March. This position works primarily at the USS National Office, currently located at the Utah Olympic Oval in Kearns, Utah.

**Primary Roles and Responsibilities**
• Develop and implement annual and multi-year marketing, communications and fundraising strategies focused on growth and engagement, aligned with the USS strategic plan.
• Provide management oversight of staff and contractor content creation, development and implementation to appropriately meet deadlines, budget allocations and overall needs of USS's marketing, communications and fundraising ecosystem.
• Evaluate current marketing and communications assets, modifying and improving as necessary and/or identify, pursue, and secure new marketing and communications outlets.

• Establish measurable marketing, communications and fundraising targets, forecasts, and performance metrics, understanding that fundraising will be significant revenue source for USS in the future.
• Provide marketing, communications and fundraising updates on an ongoing basis and as requested.
• Build and maintain relationships with donors, partners, sponsors, and strategic stakeholders.
• Foster a high-performance, collaborative culture.
• Operate within established budgetary guidelines and actively contribute to achieving USS organizational goals.
• Assess, improve and grow alumni relations working with the USS Membership and High-Performance Departments.
• Work appropriate evening and weekend hours covering events, on-site and remote.
• Manage staff to maintain contact lists of media, sponsors, donors and alumni.
• Other projects as assigned by CEO.
• Other duties; This job description does not contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this role.

**Communications-Related Roles and Responsibilities:**
• Serve as the primary point person for all media inquiries and pro-active outreach to media outlets to tell USS and its athletes' stories.
• Oversight of aggregating and sharing USS and athletes' stories with members, constituents and fans.
• Create the strategy and manage content creation/production for USS social media platforms (website, Facebook, X, YouTube, Instagram, LinkedIn) and develop additional platforms as appropriate, setting the social media strategy and managing the content creation process for the platforms.
• Develop an effective system of metrics for USS website, social media and other platforms, with the ability to measure performance.
• Oversee management of USS video and photo content and storage.
• Manage communications collaboration with other organizations, including the ISU, broadcast partners, the USOPC, sponsors and other partners.
• Promote USS athletes and events with local, national and international media, as well as with the skating community.
• Assist in athlete communication education, including media training and strategies.
• Maintain/update athlete bios for development of annual media guide.
• Oversee the compilation of the annual report, working with the CEO and other USS departments.
• Manage weekly newsletter to membership.
• Assist Marketing & Social Media Manager in the recruitment and management of interns to assist USS with marketing, communications, fundraising and other necessary initiatives.

**Donor Relations-related roles and responsibilities:**
• Assess current donor database and the platforms in place creating data mining efficiencies to improve donor records, prospect/donor cultivation, retention, engagement & new donor outreach.
• Research, apply and support current and new grant opportunities and other philanthropic initiatives.
• Assist CEO in creating, implementing and growing USS at Home fundraising events nationwide.
• Develop, maintain, and strengthen relationships with foundations, benefactors, and community partners.
• Serve as the primary staff member to lead and manage the Podium Club Donor Program as well as the annual 97 & Counting fundraising events.
• Provide donors with outstanding service and support.

US SPEEDSKATING

**Marketing-Related Roles and Responsibilities:**
• Support the CEO and designated internal and/or external parties with sponsorship strategy, sales, renewals, and partnership activation efforts.
• Oversee fulfillment and stewardship of sponsorship agreements with Marketing & Social Media Manager.
• Identify opportunities to market and monetize events, media, content, and intellectual property.
• Maintain outstanding relationships with all partners while providing outstanding service and support to all USS partners on a regular basis.
• Work with the ISU to maximize USS Sponsor activation at ISU Events.
• Ensure all deliverables are executed in a timely and professional manner.
• Provide partners with new ways to actively engage with speed skating fans.

**Skills and Qualities:**
• A collaborative, inspiring leader and team-player who operates with integrity in all situations.
• Exceptional communication and organizational skills with a strong attention to detail.
• Flexible and capable of managing multiple tasks and projects simultaneously.
• Advanced computer proficiency and experience with Microsoft Office Suite.
• Creativity and ingenuity for expanding current initiatives and creating new ones.
• Proficient in Google online work tools (Google Docs, Sheets, etc.).

**Qualifications:**
• 10+ years of experience in marketing, communications, and/or fundraising leadership roles.
• Proven track record of leading teams and driving growth.
• Strong negotiation, relationship management, and strategic planning skills.
• Experience leading organizational initiatives and marketing, communications and fundraising collaborations.
• Strong knowledge of the Olympic and Paralympic movement, including the roles and relationships of National Governing Bodies, the USOPC, International Federations, the International Olympic Committee and other key stakeholders in the Olympic sport ecosystem preferred.
• Alumni/donor relations experience preferred.
• Professional, collegiate and/or youth sports experience a plus.
• Passion for Olympic sport.
• Clean background screening (upon employment).
• SafeSport Certification required (upon employment).

**Miscellaneous:**
• This is an at-will employee position.
• Simple IRA plan provided by USS.
• Approximately 10 paid vacation days plus company holidays.
• Medical, dental and vision health insurance and related benefits provided.
• U.S. Passport required and ability for domestic and international travel.
• This position is based at the US Speedskating National Headquarters, located in Kearns, Utah, at the Utah Olympic Oval.

**Target Pay:**
Base salary commensurate with experience plus annual performance-based compensation.

**Application Process:**
Candidates seeking a mission-driven, energetic environment, eager to make a positive impact on USS and its athletes are encouraged to apply.

Interested candidates should send a cover letter and resume via email no later than *October 30, 2026*, to: info@usspeedskating.org