

Job Profile

Job Title:	Marketing Coordinator
Target Start Date:	TBD
Area:	National Headquarters (Salt Lake City, UT)
Department/Unit:	Marketing Communications
Reports to:	Executive Director

About US Speedskating

From Pond to Podium, we are US Speedskating (USS). We grow and nurture a sport where all ages can experience the thrill of speed and the camaraderie of the skating community. USS is responsible for the development of speed skating from grassroots to the highest elite racing programs. USS is recognized by the United States Olympic Committee and the International Skating Union as the governing body for the sport of speed skating in the United States. The Organization has won 88 Olympic medals to-date, making it one of the most successful sports in U.S. Olympic history. USS is a 501(c)3 non-profit organization.

Position summary:

The Marketing Coordinator will support Sponsorship fulfillment, fundraising, media and public relations efforts for US Speedskating (USS). This person will also assist with the USS website, social and digital media management. This position will be important to the department's success leading up to and through the 2022 Olympic Winter Games in Beijing, China, with the goal of generating annual revenue for USS athletes and programs.

This is a full-time position. Some travel during the year will be necessary, as well as occasional evenings and weekends (for events). This position works in the USS National Office and Training Center, located at the Utah Olympic Oval in Kearns, Utah.

The position supports staff and athletes for the Long Track and Short Track National Training Program and international teams, and interacts closely with other USS staff and departments in serving the membership of USS and meeting organizational goals. Candidates seeking a mission-driven, energetic, fun athletic environment are encouraged to apply.

Primary roles and responsibilities but not limited to:

- Work with Communications Coordinator to implement annual and four-year marketing communications plan
- Work with Communications Coordinator to grow positive brand image for USS and its athletes
- Implement annual and four-year marketing communications plan
- Aggregate and share USS story with donors and sponsors through content/digital platforms
- Produce featured content for USSpeedskating.org and social/digital platforms and sponsors
- Assist with website management and email newsletter marketing
- Establish excellent, personal relationships with donors and sponsors

- Over deliver on service and support to donors and sponsors
- Manage sponsorship programs and fulfill contractual obligations
- Manage revenue generating donor events and programs including fundraisers, annual giving campaigns and VIP Trips
- Manage events and sponsor fulfillment
- Grow donor, sponsor and grant revenue

Skills and qualities:

- Professional, results-oriented self-starter
- Excellent interpersonal skills
- Comfortable working independently and in group settings
- Ability to prioritize multiple responsibilities
- Ability to meet critical deadlines, perform well under pressure
- Attention to detail
- Creativity on a daily basis
- Ability to think fast and adapt

Qualifications:

- BS/BA in marketing, communication, digital media or equivalent work experience
- 1-3 years of post-graduate experience preferred
- Proficient in Microsoft Office, Adobe Creative Suite (Photoshop, Illustrator, InDesign, or similar)
- Experience with CMS, HTML, video and editing tools, Google Analytics, and new media platforms
- Knowledge of video (Adobe Premiere) and live stream hosting preferred
- Experience in sports publicity is preferred.
- Successfully pass USS background screening and Safesport Training

Miscellaneous:

- This is an employee at-will position
- Simple IRA plan provided
- Paid vacation days as outlined in employee manual plus company holidays
- Health insurance and related benefits provided
- US Passport required for international travel
- This position is located at the US Speedskating National Headquarters, located in Kearns, Utah, at the Utah Olympic Oval

Qualified candidates should send a resume and cover letter describing how your accomplishments qualify you for this position. Send via email no later than May 17, 2019, to Ted Morris at tmorris@usspeedskating.org