

Colonial Figure Skating Club  
Executive Director

The Club's Executive Director will provide a vision, coupled with strong leadership and management skills, to maintain and build upon Colonial Figure Skating Club's legacy of excellence in the sport of figure skating and in the field of youth sports. The Executive Director will be responsible for overseeing all Club programs and operations and will report financial results and other measures of success to the Board of Directors. The Executive Director will supervise the Club's Financial Manager, office staff, Events Manager, and the Program Directors including Advanced Skills, Synchronized Skating, and Theater on Ice. The Executive Director will develop organization-wide policies and initiatives. The Executive Director will serve as the liaison to the Club membership, Club coaches, committees, and the facility owner. The Executive Director will report to the Colonial Board of Directors. The Executive Director will have a strong personal commitment to our not-for-profit mission of supporting and enhancing the sport of figure skating, and a sincere love of figure skating and youth sports. The Executive Director will demonstrate a commitment to the well-being, enjoyment and success of our young athletes in this wonderful sport.

Education:

- Four-year college degree

Skills:

- 5-8 years+ experience in a supervisory role, some experience in a not-for-profit organization preferred
- Significant administrative and management experience in areas which are applicable to directing a Figure Skating Club
- Excellent communications and organizational skills
- Knowledge and experience in figure skating, or US club-level sport, a plus

Experience:

- Relevant: 3+ years (preferred)
- Management: 5+ years (preferred)

Responsibilities Include (but are not limited to):

- Organizational vision, direction, strategy and goals
- Work with different stakeholders to maintain culture of fair play and kindness in competition
- Change management
- Oversight for Club programs and the membership experience
- Management and oversight of Club coaches
- Community programs and relations
- Finance oversight
- Human resources oversight

- Ice management
- Initiate and draft rule changes
- Off-ice management
- Contract negotiation and administration
- Internal and external communications
- Oversight of marketing, brand promotion, website and social media
- Growing Club income with new events

Job Type: Full-time

Work Location/Days:

- Colonial Figure Skating Club - Boxborough, MA
- Monday-Friday during office hours and some nights/weekends

Benefits:

- Paid time off

Misc.: A successful CORI and SafeSport clearance/training is required

Salary: \$80,000.00+/year DOE

Please submit all inquiries to: [careers@colonialfsc.com](mailto:careers@colonialfsc.com)