



Job Title: Executive Director, Rochester Figure Skating Club

Reports To: Board of Directors, Rochester Figure Skating Club

FLSA: Exempt

Employment Type: .8 FTE (32 hours/week)

Location: Rochester Recreation Center

Last Updated: January 2025

Job Summary:

The Rochester Figure Skating Club (RFSC) Executive Director provides club leadership and is accountable to the Board of Directors. The Executive Director is responsible to forecast, plan, and manage all aspects of RFSC in alignment with the RFSC mission and vision.

Duties include, but are not limited to, the following:

- Serve as the primary liaison with the Board of Directors for the professional staff (Team and Learn2Skate Directors, Coaches, and Office Manager). Be the club coordination point for all shared service club activities with the intention of optimizing club efficiency and minimizing event and personnel conflicts.
- Serve as primary club liaison to U.S. Figure Skating (USFS) and Twin Cities Figure Skating Association (TCFSA).
- Responsible for personnel issues (including hiring, termination, optimizing staff development and providing periodic staff evaluations).
- Supervise the Learn2Skate (L2S) Director in optimizing the L2S program for successful transition of as many skaters as possible to advanced levels.
- Attend Board of Directors and Executive Board meetings.
- Prepare a monthly report for the Board of Directors meeting to include significant achievements since the last report.
- Work with the Board of Directors to establish the club's strategic plan. Establish club goals, attain board approval and execute plans to achieve those goals.
- Responsible for RFSC financial success, including preparing an annual operating budget; scheduling expenditures and analyzing variances; preparing monthly financial reports and meeting with Club Treasurer prior to Board of Directors meetings to review; and managing annual audit process.
- Attain approval from the Board of Directors for any organizational commitments or contracts.

- Partner with club committee chairs and their committees to provide assistance in managing committee activities.
- Attend all major RFSC events, including: Hiawathaland Competition, Frosty Skates Competition, Holiday Exhibition and Ice Show.
- Partner with L2S Director to manage Frosty Skate Blast competition.
- Manage public relations and publicity at the club level. Provide reminders to staff to provide publicity input before and after applicable club, team or individual events.
- Represent the club as the chief liaison between the RFSC and outside organizations. Examples include the Rochester Parks and Recreation department, other skating facilities such as the Kasson ice rink, Rochester Swim Club, 125Live (senior community center connected to Recreation Center), and media channels such as TV, radio, newspaper and social media.
- Manage the fundraising and sponsorship programs at the club level.
- Manage the Contract ice process.
- Manage the sanctioning process.
- Ensure the proper implementation of club policies and procedures.
- Work to maximize club revenue opportunities and identify opportunities to minimize costs.
- Exemplify the highest standards of good sportsmanship and professionalism.
- Be an advocate for all skating members (individual competitors, teams, and adults) and in doing so, support the growth of the entire club.
- Ensure compliance with U.S. Figure Skating's SkateSafe® policies and partner with the SkateSafe committee chair to ensure all SkateSafe tasks are completed at the club level.

Qualifications:

- Bachelor's degree in business, sports management (or related field) preferred. Will consider individuals with 5 years of experience in related non-profit or for-profit management, or ice related sports and activities.
- Must pass background check and comply with SkateSafe requirements
- Ability to communicate effectively to employees, instructors, and customers
- Flexibility to work all RFSC events, including some irregular hours (evenings, weekends, and holidays) as required

Work Environment:

This position works in a recreation center, where the noise level is generally high, crowd traffic is heavy, and temperatures are often cold; lights are bright or dark with occasional exposure to flashing lights.

Salary Range:

\$50-\$70K/year salaried without benefits. 10 days of vacation annually, additional unpaid days negotiable. Education and experience will be considered when job offers are extended.

Position Type/Expected Hours of Work:

This is a 80% full-time equivalent position. Must be able to work a flexible schedule including evenings, weekends, and holidays as needed.

About Rochester Figure Skating Club

Rochester Figure Skating Club (RFSC) is a permanent Member Club of U.S. Figure Skating. RFSC is administered under the rules and regulations of U.S. Figure Skating and follows the Code of Ethics/Conduct as stated in the Official USFS Rule book.

Mission Statement

The purpose of RFSC is to foster, promote, improve and encourage the sport of figure skating among youth under 18 years of age in the State of Minnesota. The RFSC will encourage and facilitate youth participation in regional, sectional, national and international figure skating competitions. The RFSC does not discriminate on the basis of race, religion, sex, age, gender or national origin.

Vision Statement

The Rochester Figure Skating Club strives to promote the sport of figure skating in our community through dedicated volunteers and top tier coaching staff who provide opportunities for each skater to advance to their highest potential while building character and instilling lifelong values of dedication, sportsmanship and leadership.

Equal Opportunity Employer

Rochester Figure Skating Club is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, creed, gender, gender identity or expression, age, national origin or ancestry, citizenship, disability, sexual orientation, marital status, pregnancy, veteran status, membership in the uniformed services, genetic information, or any other basis protected by applicable law.

To Apply:

Please send cover letter and resume to rice.elizabethm@gmail.com by Friday, February 28, 2025.

If you do not receive e-mail confirmation of receipt within 48 hours, please contact Elizabeth Rice at 507-923-8563 to ensure your application has been received.