



Position Title: Communications Manager

Department: Marketing, Communications & Brand

Responsible To: Managing Director – Marketing, Communications & Brand

Location: Colorado Springs, CO.

Projected Start Date (Estimated): November 7, 2022.

Background: USA Ultimate is the national governing body for the sport of ultimate in the U.S. and a member of the United States Olympic & Paralympic Committee (USOPC). Our mission is to advance the sport of ultimate in the United States by enhancing and promoting character, community and competition. USA Ultimate is a membership-based 501(c)(3) nonprofit organization that consists of more than 60,000 members nationwide with a goal of increasing access and participation with an emphasis on expanding diversity, ensuring inclusion and youth development.

Position Summary: USA Ultimate seeks a highly motivated, organized and talented individual to join its marketing, communications and brand team at its national headquarters in Colorado Springs, Colo. This position will work closely with senior leadership, headquarters staff, community volunteers and independent contractors in broad support of the organization's overall marketing and internal and external communications efforts. This position requires working non-traditional hours and travel (including weekends, holidays and evenings).

Working at USA Ultimate: Employees of USA Ultimate largely work independently in managing their programs, with the oversight of department directors. While managers have a good deal of autonomy, the organization values teamwork and collaboration, and team members seek support, insight and suggestions from one another on a regular basis. Additionally, staff members remain willing to pitch in at times when all hands on deck are needed. USA Ultimate values staff and community feedback, so doors are always open for communication. There is a lot of passion amongst the headquarters team, and we are looking for a teammate who can share their own passion and work ethic to help support USA Ultimate's strategic goals.

Primary Responsibilities:

- Maintain, edit and update USA Ultimate's website, usultimate.org.
- Create or assist in the acquisition of original editorial content for publication on usultimate.org, including press releases, feature stories, program updates and other content.
- Manage the production (content acquisition, design, print) of USA Ultimate championship event programs, annual reports and other publications and digital marketing and promotional materials.
- Collaborate with internal teams to develop narratives consistent with USA Ultimate's mission, core values and strategy, including a commitment to further diversifying the sport.

- Assist in the development, design and distribution of digital content, including graphics, video highlights, still photography and other assets.
- Craft and distribute membership communications via electronic newsletter and email platforms.
- Liaise with other departments to organize and maintain an editorial and content calendar for USA Ultimate's website and social media platforms.
- Maintain a list of national and local media contacts and conduct media outreach activity to generate publicity for USA Ultimate events, programs and U.S. National Teams and athletes.
- Build and manage positive and professional relationships with a diverse pool of external content contributors, including writers, designers, photographers, videographers and other volunteers and independent contractors.
- Assist in maintaining and enhancing USA Ultimate's social media presence.
- Create content that highlights and promotes existing diversity in ultimate and encourages more diverse participation.
- Generate promotional content for Team USA and U.S. National Team athletes, including writing athlete bios and feature stories, conducting local media outreach and organizing and managing photo shoots and other media-related activity.
- Other duties as assigned.

Essential Skills & Qualifications:

- Excellent writing, editing and communication skills.
- Ability to prioritize assignments and multiple, competing priorities while executing against hard deadlines.
- Strong attention to detail, organizational skills and ability to multitask.
- Creativity, proactive nature, resourcefulness and ability to work independently.
- Ability to collaborate in a team setting with a diverse group of teammates.
- Passion for engaging and supporting people of diverse identities, backgrounds and experiences.
- Ability to demonstrate USA Ultimate's Core Values: Respect, Integrity, Responsibility, and Leadership
- Ability to travel and work outside of regular business hours, including evenings, weekends and holidays.

Preferred Skills & Experience:

- Bachelor's degree in communications, journalism, sports management, English or related field or equivalent experience.
- Familiarity with website content management systems, WordPress, and email marketing tools.
- Proficient in Adobe Creative Cloud programs, including Photoshop, Premiere Pro, and After Effects, or equivalent design, photo and video editing software.
- Experience with or knowledge of ultimate and/or other sports and recreational activities.
- Knowledge of analytics tools, e.g. Google Analytics, NetInsight, Omniture, WebTrends.



Compensation:

- Full-time, exempt salaried position located at USA Ultimate headquarters in Colorado Springs, CO.
- Starting Annual Salary Range: \$50,000 - \$56,000, based on qualifications and experience.
- Medical, dental and vision plan.
- Eligible to participate in retirement savings program after receiving at least \$5,000 in pay, with new enrollment at the beginning of each calendar year.
- Limited relocation allowance for candidates not currently located in Colorado Springs, Colo.
- Attractive PTO package, including vacation and holidays.

Application Process: Please send a cover letter, résumé, and 3 writing samples to HR@hq.usultimate.org Subject: Application for Communications Manager.

In your cover letter please describe your qualifications for this position and how you will contribute to USA Ultimate's equity, diversity, and inclusion efforts, specifically within this role.

Application Deadline: October 3, 2022

USA Ultimate provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

USA Ultimate strives to increase its workforce diversity. Applicants of color, women, individuals with disabilities, applicants from low-income backgrounds, and LGBTQIA+ applicants are strongly encouraged to apply.