

# Development Program Coordinator

**Location:** Lausanne, Switzerland  
**Reports to:** Head of Development & Member Relations  
**Contract Type:** Permanent

## About Us

Founded in 1892, the International Skating Union (ISU) is the oldest international winter sports Federation and the second oldest International Sports Federation. The ISU is recognized by the International Olympic Committee, governing the sports of Figure Skating and Speed Skating.

Today, the ISU's vision is a world where everyone can experience and enjoy the thrill of skating and our mission is to sustainably grow and improve our sport by prioritizing our skaters, engaging our fans, nurturing partnerships and inspiring communities.

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*Our DNA is to be Inspiring, Supportive, Unstoppable.*

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## The Role

We are seeking a proactive and organized Development Program Coordinator to support the implementation, monitoring, and continuous improvement of the ISU Development Program, aligned with Strategic Pillar 2 'Opportunity' of the ISU Vision 2030.

Reporting to the Head of Development & Member Relations, this role offers hands-on experience in international sport development, program coordination, and stakeholder engagement.

The Development Program Coordinator will play a key role in delivering development initiatives, managing funding programs, supporting education frameworks, and ensuring that ISU Members have access to the tools, knowledge, and opportunities needed to grow skating worldwide.

## Key Responsibilities

### Program Coordination & Delivery

- Coordinate development projects across specific regions (e.g. Southeast Asia, Oceania)
- Contribute to strategic initiatives and new development projects
- Coordinate with internal stakeholders and external partners
- Act as a key contact point for Member federations

## **Education & Capacity Building**

- Support the creation of a Coaches Education Framework for Speed Skating and Figure Skating
- Coordinate development of educational modules for the eRink online learning platform

## **Funding & Grant Management**

- Manage development funding processes (grants, Member contributions, scholarships)
- Oversee application, evaluation, approval, and reporting processes
- Support implementation of digital tools (e.g. Good Grants)

## **Data, Reporting & Compliance**

- Maintain and develop databases of development activities and funding
- Analyze data and prepare reports for program evaluation and decision-making
- Ensure compliance with financial and reporting requirements
- Support budget tracking and monitoring

## **About You**

You are a proactive and organized professional with experience in program coordination, project management, or sports development. You are detail-oriented, analytical, and comfortable working with data and reporting. You communicate effectively in an international environment and are motivated to support the global development of skating.

## **Essential Requirements:**

- University degree or equivalent
- Minimum 3 years of experience in program coordination, project management, or sports development
- Strong organizational and project management skills
- Analytical mindset with experience in data handling and reporting
- Ability to work with multiple stakeholders in an international environment
- High attention to detail and structured working style
- Excellent interpersonal and communication skills
- Advanced computer skills (Excel, databases)
- Fluent English (minimum C1)

## **Desirable:**

- Experience in an international sports federation
- Background as an athlete or coach (skating is an advantage)
- Experience working across different cultures

- Experience in developing education frameworks, certification systems, or training curricula
- Familiarity with grant management systems

### **Why Join Us**

This role offers a unique opportunity to contribute to the global development of skating, working closely with international stakeholders and Member federations.

### **What We Offer**

- Opportunity to work in an international sports federation
- Exposure to global programs, events, and stakeholders
- Collaborative and dynamic working environment
- Competitive salary and benefits package

### **How to Apply**

If you are **motivated** to support the ISU's **development initiatives** and **contribute to the growth** of skating worldwide, we would love to hear from you.

Please submit your CV to [jobs@isu.org](mailto:jobs@isu.org) with the subject line : Development Program Coordinator – Your Name

Former athletes and skaters are strongly encouraged to apply, as their unique experiences are highly valued. At ISU, we are committed to creating a diverse, inclusive, and supportive environment where everyone is valued and empowered to succeed.