



Position:	Creative & Brand Manager
Employer:	Colorado Springs Sports Corporation, a 501(c)(3) non-profit organization
Reports to:	Chief Development Officer, Colorado Springs Sports Corporation
Department:	Marketing & Development
Job Classification:	Full-time
Salary Range:	\$62,000 - \$68,500 depending upon qualifications and experience, with incentive bonus opportunity.
Benefits:	Medical, Dental, Vision, Flexible/Unlimited Paid Time Off and 403(b), and other benefits may be available.

Colorado Springs Sports Corporation (CSSC) is a 501(c)3 non-profit organization committed to inspiring and advancing Colorado Springs, Olympic City USA, and the Pikes Peak Region through sport and community events.

Through event promotion and community development activities, CSSC plays a critical role in bringing civic leaders together with some of the nation's premier sporting organizations to promote tourism and create positive economic impact. Major events include Colorado Senior Games, Star Spangled Symphony & Fourth of July Fireworks, Rocky Mountain State Games, The Broadmoor Cycle to the Summit, Colorado Springs Labor Day Lift Off, Pikes Peak Regional Airshow, and Colorado Springs Sports Hall of Fame.

Primary Duties and Responsibilities:

- Lead graphic design and production for organizational and event-specific marketing materials, including signage, credentials, event programs, tech guides, presentations, reports, merchandise, and digital content.
- Manage CSSC and event brand standards to ensure consistent brand and sponsor representation across internal and external materials.
- Manage website content and updates, newsletters, resource publications, and other digital communications.
- Coordinate marketing fulfillment and brand deliverables for sponsors, partners, and media partners.
- Manage event photography and videography needs and maintain organized systems for creative content and archival.
- Lead print production, working with City Printing and third-party vendors to develop high-quality and innovative event signage and collateral.
- Oversee the design and development of CSSC and event merchandise in alignment with organizational branding and sponsor recognition.
- Support event planning, setup, execution, and teardown as part of an all-hands-on-deck event team, while performing additional duties and special projects to advance organizational goals and event success.



COLORADO SPRINGS SPORTS CORP

Minimum Qualifications:

- Bachelor's degree in Marketing, Communications, Public Relations, Business, or a related field preferred.
- Experience with website content management systems preferred.
- Knowledge of the Pikes Peak Region, its community organizations and leadership preferred.
- 3+ years graphic design experience and use of Adobe Creative Suite.
- Exceptional organization skills and attention to detail, systems-oriented, with the ability to work independently.
- Self-motivated, proactive, professional, and adaptable.
- Ability to meet deadlines, manage multiple tasks simultaneously, and prioritize duties.
- Meets CSSC Core Values: Team Player, Positive Attitude, Dependable, Solutions-Focused, and High Standards.
- High level of comfort with technology and the ability to learn and operate office software. Software utilized will include Microsoft Operating System and Office programs, WordPress, Canva and Constant Contact.
- Demonstrated servant leadership qualities and communication skills in tune with today's workforce including:
 - Leading from the front and from behind
 - Leads by example, listens to team members, humble and able to accept constructive criticism.
 - A track record of successful collaboration with community members, partners, sponsors, etc.
- To perform this job successfully, an individual must be able to lift (a minimum of 50 pounds), stand and sit. May work in an office environment or in environments exposed to the elements for outdoor events.
- Typical office hours are Monday-Friday, 9:00 am - 4:00 pm. *Additional hours are required during events, usually on evenings or weekends and select holidays.* Full calendar of events and expectations will be reviewed during interview process/onboarding.
- Must be able to operate a motor vehicle and have a valid driver's license with an acceptable driving record for the purpose of onsite work at various events.

Submission Information:

- Colorado Springs Sports Corporation is an Equal Opportunity Employer, including veterans and individuals with disabilities.
- If offered the position, the candidate must successfully pass the United States Olympic and Paralympic Committee Safe Sport background and screening processes.
- Submit cover letter, resume, and creative portfolio/work samples to: apply@thesportscorp.org no later than **Thursday, October 8, 2026**. Letters of recommendation are not necessary and will not be reviewed.
- All applications will be acknowledged and remain confidential.
- In person interviews will be conducted with finalists in Colorado Springs the week of October 26, 2026.