



Founded in 1972, the International School Sport Federation (ISF) is an international non-profit sport organisation, acting as the umbrella organisation and governing body for national school sport organisations around the world, organising sport, and educational events for youth from 11 to 18 years old. Base in Lausanne, Switzerland, ISF promotes a number of its own events, including single sports championships and our flagship event, the Gymnasiade.

Finance and Digital Strategy Coordinator (100%)

Location: Lausanne, Switzerland

Employment type: Full Time

Job Summary: The *Finance and Digital Strategy Coordinator* will manage financial operations; accounting, budgeting, payroll, and compliance reporting, while simultaneously leveraging technology (CRM) to enhance communication systems and automate workflows. In addition to digital communications, the role also entails managing and building strategic key accounts specially with South Asian partners with an aim to drive new revenue streams. This dynamic position combines hands-on financial management with strategic growth and technology-driven process innovation, making it ideal for young career professionals eager to make an impact in the Global Sports landscape.

Key Responsibilities:

1. Financial Management and Reporting

- **Financial Processing & Bookkeeping**

- Manage accounts payable and receivable, including processing invoices, verifying expenses, recording transactions, and preparing payments.

- **Budget Tracking & Reporting**

- Monitor budget performance, track expenses against approved budgets, and assist in preparing financial reports for management, including monthly summaries and ad-hoc analyses.
- Generate financial forecasts and identify variances to aid strategic decision-making.
- Monthly and end of year account preparation and closing.

- **Payroll & Expense Management**

- Oversee payroll processing for event staff and contract workers.

2. Business Operations Integration and Communication Enhancement

- **CRM Management & Communication Automation**

- Leverage CRM tools (HubSpot) to maintain and segment contact databases for targeted outreach. Growth hacking; website creation and online event coordination, to generate leads and grow the database.
- Develop and implement communication automation strategies (via Zapier and Webhooks) to improve efficiency in participant engagement, follow-ups, and feedback collection.
- Analyze CRM data to inform communication strategies and improve participant outcomes.

3. Sales, Business Development, and Regional Partnerships

- **Event and Training Sales**

- Drive sales of ISF events and ISF Academy's skilling and educational services, with a focus on innovation and development of new revenue and business lines.

- **Strategic Partnership Management**

- Lead initiatives to build and manage relationships with Key South Asian partners including ISSO India, School Sports Bharat, SATNS Foundation in India, Bangladesh School Sports Foundation, and other key developing partners in the subcontinent.
- Focus on creating a lead list of sponsors and partners to support the ISF mission.
- Coordinate partnerships to develop joint initiatives (ISF Global PE Expert Group), programs, and events that align with ISF's mission and business goals.
- Monitor regional market trends to identify opportunities for expanding ISF's presence and offerings

Qualifications:

- **Education & Experience**

- Master's Degree or equivalent in sport and finance, accounting, business administration or related fields.
- Proven experience in financial coordination, business operations integration, sales, and partnership management.
- Experience or internships in Sport related sales and marketing campaigns
- In-depth understanding of South Asian markets and experience working with partners in the region.
- Fluency in English; and knowledge of a South Asian language, is preferred.
- Previous experience or internship in the school sport environment is highly appreciated.

- **Technical Skills**

- Proficiency in accounting software and tools (e.g., SAP, QuickBooks).
- Strong experience with CRM tools (HubSpot), Website Builders (Learn Worlds) and communication automation platforms (Zapier).
- Familiarity with communication tools and sales follow up processes.

- **Soft Skills**

- Ability to collaborate effectively across departments and ISF's 135 Global members and their regional networks.
- Ability to multi-task and efficiently communicate relevant business insights using Data Visualization tools like Excel, Powerpoint or Power BI.
- Proactive, results-oriented mindset with a passion for innovation in School sports and education.

How to Apply:

Please submit your CV and a cover letter detailing your interest in this position and your relevant experience to martina.garziera@isfsports.org.