



## **Job Description | Innovation Coordinator**

**Start Date: January- February 2026**

**Duration: Full-Time**

**Location: Lausanne, Switzerland**

**Reports to: Chief of Innovation**

### **About ThinkSport**

Founded in 2015 by IOC and Canton de Vaud, Switzerland. ThinkSport is based at the heart of the Olympic capital Lausanne Switzerland surrounded by 40+ International Sport Federations and organizations with which we collaborated actively. It fosters a vibrant national and international sport ecosystem identifying needs and trends and sourcing solutions.

ThinkSport's Vision is "Shaping the future of sport, by building the leading hub for sport innovation where sports organizations, athletes, businesses and science work together, connected and committed to sustainability, health and well-being, excellence, and growth in sport."

Its mission is to stimulate the emergence of innovative projects and solutions, fostering collaboration and knowledge exchange among stakeholders.

Through these efforts, ThinkSport aims to promote the Canton de Vaud region as a leading center for sport innovation, while elevating its brand awareness both in Switzerland and abroad. It fosters connections within the global sport community facilitating collaborative efforts aimed at driving positive change and shaping the future of sports on a global scale.

Some key initiatives are:

**THE SPOT** is ThinkSport's flagship event that an international event by ThinkSport which brings together visionary people from international sports organizations, businesses, start-ups, academic institutions as well as investors to stimulate progress in sport. Designed to showcase and promote innovative ideas, products, companies, and best practice, this international event engages diverse sectors from Switzerland and beyond, for collaboration, inspiration, and a uniquely enthralling experience.

**Sport Innovation Challenges** are recurrent international calls are designed to help solve specific International Federation needs or global sport issues by bringing ring new ideas or identifying disruptive solutions to the market from startups responding to the needs of the sports organizations. Participants are selected Internationally and range from start-ups, scale-ups, academics/students, hackers...

**Start-up and entrepreneurship support** immersion, incubation and acceleration, management of the A365 accelerator of the IOC.

If you wish to join an active team working on exciting projects, this is for you!

### **Role Overview**

ThinkSport is seeking a proactive and result-driven **Innovation Coordinator** to support the execution of critical strategic initiatives in 2026. Reporting directly to the **Chief of Innovation**, the Innovation coordinator will lead efforts to coordinate projects, manage operational delivery of innovation challenges, develop ecosystems, and ensure the success of key ThinkSport initiatives. This role will be instrumental in cementing ThinkSport's position as a leader in sports innovation.



## Key Responsibilities

- 1. Sport Innovation Challenges project management**
  - "The Future of Play"
  - "Sport Organization / Gen-next"
- 2. General planning and coordination**
  - Engage and coordinate start-up selection
  - Implement selection process
  - Provide content & run sheets for events kick-offs, workshops, semi-finals, finals
  - Liaise with legal (contracts), sales units, communication units
  - Prepare innovation presentation content
  - Communicate with stakeholders (start-ups, students, academics, IFS, hackers, corporate partners, sponsors...)
  - Coordinate meetings and answer questions from SIC Challenge board
  - Orchestrate the call for application for innovation partners (start-ups, academia, hackers).
  - Ensure appropriate tools (lead Agorize system), "Monday" project management coordination
  - Provide insights and recommendations to improve activities in 2026, based on operations delivery experience.
- 3. Public projects and funding support**
  - Project coordination of IOC A365 accelerator programme
  - Collaboration and support on other projects
- 4. Spotlight and workshops**
  - Contribute to innovation aspects of the SPOTLIGHT workshop series (topic selection, run sheet & workshops)
- 5. THE SPOT**
  - Onboard start-ups for the marketplace & organize pitch session (run-sheet)
  - Coordinate SICs GC finals and engage with start-ups and investor network
- 6. Additional**
  - Maintain systems updated (Salesforce, Agorize, Monday, teams, SharePoint...)
  - Teamwork & collaboration

## Key Qualifications

- 1. Experience**
  - Minimum of **5 years'** experience in innovation management, project delivery, or a related field, ideally within the sports, technology, or startup sectors.
  - Strong background in **operational delivery** of innovation challenges or similar initiatives, with a focus on maintaining quality and efficiency.



- Familiarity engaging with **innovation ecosystems**, including networks of startups, academics, and industry partners.
- Design thinking and **workshop management**
- Experience using **project management** tools (e.g., Monday.com, SharePoint), **CRM** (Salesforce) and other digital tools (Microsoft: teams, outlook, ppt...)
- Proven experience in **securing funding** for innovation projects and delivering successful outcomes would be a plus.

## 2. Skills & Competencies

- **Project Management:** Proven ability to manage multiple projects, in a fast paced and efficient environment.
- **Communication and languages:** Excellent verbal and written communication skills in English, French and German with the ability to engage and build relationships with diverse stakeholders.
- **Organized:** Strong organizational skills and information sharing.
- **Open and team player**

## 3. Education

- A degree in **Business Administration, Innovation Management, Sports Management**, or a related field. An advanced degree (e.g., MBA, Master's in Innovation) is a plus.

## Why ThinkSport?

- Innovative **Environment:** Work in a dynamic, forward-thinking organization at the forefront of sports innovation.
- Impactful **Role:** Coordinate key projects and initiatives that drive tangible outcomes in the sports industry.
- Collaborative **Culture:** Work with a diverse team of professionals, from sports experts and startups to academics and corporate partners.
- Growth **Opportunities:** Access to opportunities for personal and professional growth in a rapidly evolving sector.
- Finally: join a dynamic and welcoming **team**

## Application

- Please send you **resume** and **application letter** to [info@thinksport.org](mailto:info@thinksport.org) mentioning "Innovation Coordinator – application – *your name*"
- Key requirement: valid work permit for Switzerland
- Deadline January 20, 2026