

Title: Director of Merchandise

Reports to: Chief Operational Officer

Position Type: Volunteer position

Contact: Send questions to yanet.velazquez@hopestrong.org



Duties and Responsibilities:

- Develop and execute the strategic merchandise plan for HoPe.
- Design products
- Oversee the marketing, branding, and promotion of HoPe's products.
- Drive merchandise sales with innovation and promotions.
- Maintain proper inventory levels.
- Responsible for the merchandise from purchase-to-sell process and ensuring margins are maintained.
- Monitor and measure operational performance against goals to ensure progress is being made and corrective action is taken as needed.
- Develop warehousing/storage plan to assure easy access and accountability of merchandise.
- Develop merchandising plan for all Chapters.
- Perform monthly inventory reports
- Lead merchandise team
 - Evaluate performance and develop each team to his/her potential.
- Develop systems that result in increased customer satisfaction.
- Track revenues and expenses for HoPe Merchandise.
- Scout youth fashion trends and look at best practices to implement.

Qualifications:

- College student or young professional
- Demonstrated interest/experience in Marketing, Business or Management field
- Outstanding written and verbal communication skills in English required
- Energetic, personable, and creative with an ability to relate well to diverse populations
- Deadline oriented and able to take initiative and work well under pressure
- Strong ability to plan and manage multiple projects with high attention to detail
- Good project and time management skills
- Ability to effectively lead teams
- Excellent organizational skills
- Ethical and moral character
- Strong leadership skills
- Proficiency in Microsoft Office, including Word, Excel, and PowerPoint, and Google Drive.
- Must be willing to commit for the whole 2017-2018 academic year
- Strong commitment to HoPe's mission and values

Time Commitment:

- 10-15 hours per week.

**We are open to working with academic institutions for this position to count as internship credit. Please indicate in application if you are interested in pursuing this.*

