



Resumes will be accepted until  
April 30, 2017

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## Job/Position Description

### **JOB/POSITION TITLE: Gift Shop Director**

Date: March 31, 2017  
Reports To: Executive Director  
Status: Full time position. Must be available some evenings and weekends.

### **SUMMARY:**

The Gift Shop Director is responsible for ordering, developing new product ideas, managing bridal registries, marketing and selling items for the Gift Shop, attending all Gift Shop shows as well as staffing the Gift Shop. The Gift Shop Director is also responsible for maintaining the Gift Shop portion of The Mustard Seed's websites. The Gift Shop Director will work closely with The Executive Director, Director of Community Relations and Workshop Manager to forecast for items in Gift Shop, advertisements and much more.

### **JOB RESPONSIBILITIES:**

- Forecasting marketing campaigns to ensure receipt of proper items in Gift Shop
- Work with the Director of Community Relations to place and monitor ads
- Manage special orders and Bridal Registries in Gift Shop
- Manage Gift Shop portion of The Mustard Seed's websites ([www.mustardseedinc.org](http://www.mustardseedinc.org) and [www.racinfortheseed.com](http://www.racinfortheseed.com))
- Familiar with working retail. (i.e. displays, logistics of off-site events, inventory, marketing, etc.)
- Any other duties and tasks set forth by Executive Director

### **POSITION QUALIFICATIONS:**

- Minimum education: Bachelor's degree.
- Excellent communication skills are absolutely necessary.
- Computer literacy with competency in Microsoft Excel and other Microsoft Office products, web design, and Quick Books. Desire to enhance computer skills by working with web design, social media, In Design, Photoshop and various other publishing programs.
- Strong project management and time management skills. The Gift Shop Director must have the ability to work within tight time lines.
- Energetic and creative attitude with a strong customer-service orientation; enthusiasm for the mission of the Mustard Seed and willingness to fully contribute to a team-oriented, fast-paced organization.
- Ability to be trained to perform CPR, transport and care for Seedsters during an emergency situation as well as to drive a 15 passenger van.