

Native Seeds SEARCH
Retail Store Manager
Job Description
Revised January 2019

Native Seeds/SEARCH is looking for an outstanding Retail Store Manager to lead our retail team. The ideal candidate is someone who is a self-starter, entrepreneurial and dedicated to supporting biodiversity.

The Retail Store Manager oversees and manages the daily operations of the Retail Store. This is an exempt, full-time position requiring some scheduling flexibility including weekends and holidays. Compensation includes competitive salary, health benefits, and generous paid time off. The position reports to the Executive Director but also works in partnership with Distribution, Conservation, Education and Finance managers to achieve our mission at the store.

Native Seeds/SEARCH is a Tucson-based nonprofit that conserves and promotes the food and farming traditions of the desert Southwest. Our 2,100 sq ft retail store is a one-of-a-kind hub where locals, visitors, farmers, gardeners, and our Members can shop locally produced farm and garden seeds as well as Native American-made crafts, foods, and other gifts. Our store also hosts many public events such as plant sales, artist demonstrations, and educational workshops. Seeds, food and merchandise are sourced from our own farm as well as farmers and vendors throughout the Southwest. All proceeds benefit our nonprofit mission.

Key Responsibilities

- Hire, train, evaluate and schedule staff to ensure an outstanding visitor experience
- Create a thoughtfully-curated store experience that highlights the best of Southwest foods and cultures and engages visitors and Members with our mission
- Maintains our brand, style and professional visual appearance through merchandising, product labeling, displays, and store signage
- Organizes annual inventory count in coordination with the Distribution Manager

- Oversees public events at the store, including plant sales, artist demonstrations, group tours, educational workshops, etc.
- Organizes, plans, and implements an annual retail strategy and calendar
- Oversees all product and supply orders for the store: orders merchandise, reviews purchase orders, and serves as primary point of contact with vendors
- Addresses any complaints or grievances that arise from customers
- Manages composition of product inventory, evaluates sales trends, and pursues new vendor and product opportunities
- Monitors financial performance and provides monthly written reports to the Executive Director
- Responsible for addressing any store emergencies (operational or regarding personnel)
- Maintain a floor presence during hours of operation to assist both guests and associates
- Ensures compliance with health and safety policies and procedures
- Reviews daily sales transactions for accuracy
- Provides merchandise and coordinates with other staff for off-site sales events and Mail Order-Online Orders as needed
- Collaborates effectively with other managers and staff members
- Performs other duties as assigned

Preferred Qualifications

- Understanding of and commitment to Native Seeds/SEARCH's mission, vision, and values
- 3+ years experience in retail sales and management in a specialty retail, nonprofit gift shop, or food and crafts environment
- High school diploma required, bachelor degree in business administration, marketing, or mission-related discipline preferred
- Proficiency with retail management software (i.e. Lightspeed, MS RMS) as well as Microsoft Office suite
- Excellent interpersonal skills (including proactive communication and problem solving)
- Excellent organization and time management skills including ability to prioritize, multi-task and delegate
- Self-motivated and driven towards excellence
- Reliable, responsible, and accountable for high quality work

- Ability to balance high level vision with attention to detail
- Familiarity with heirloom foods, gardening, and Native American traditions in the Southwest
- Openness to people and traditions of different cultures and ages
- Scheduling Flexibility – (ability to work weekends, holidays, and off-site events)
- Ability to lift and/or move objects and displays, bend, stoop, reach with arms and hands, and climb on ladders
- Reliable transportation and current valid Driver's License with applicable insurance

Salary range: \$35,000-45,000

Submit resume to: employment@nativeseeds.org

Native Seeds/SEARCH is an equal opportunity employer. Non-local candidates are encouraged to apply, however, we have only limited ability to cover relocation expenses.