



## RETAIL &amp; COMMUNITY MANAGER

Appointed is pleased to be opening a brand-new retail space and is hiring for a Retail & Community Manager. In this position, you will be responsible for managing all aspects of the new retail space and community engagement. You will play a key role in creating an in-person brand experience and managing our community events and relations. This is a full-time position and is located at the Appointed headquarters in Ivy City, Washington, D.C.

- **Retail Operations:** Manage day-to-day retail operations including merchandising, in-person customer experience and sales. Assist with the buildout, product sourcing, process development and opening of Appointed retail store taking place in August/September 2021.
- **Buying:** Manage Appointed store inventory, forecasting, researching and sourcing new and unique third party products that are cohesive with the Appointed brand.
- **Community & Event Relations:** Conceptualize, plan and execute regular community events and programs to increase retail space profile, traffic and community involvement.
- **Marketing:** Work with marketing and creative team to develop a marketing and social media plan for retail space to ensure consistent, new and engaging initiatives.
- **Team Coordination:** Coordinate and work with key internal stakeholders including production, marketing and e-commerce teams.
- **Staff Management:** Hire, train and mentor retail team. Create processes and best practices for retail team to ensure best-in-class customer service and achieve sales goals.
- **Budgeting & Forecasting:** Manage weekly and monthly budgets to ensure revenue goals are met. Includes management of cost of goods tracking, event budget and revenue forecasting.

## REQUIREMENTS:

- 2 years in a retail management role and experience coordinating events
- Experience in buying and forecasting
- Experience with inventory systems and Excel/numbers
- Excellent verbal and written communication skills
- Multi-tasker who is able to manage multiple projects while working on a fast-paced environment
- Ability to maintain brand standards
- Highly organized, responsible, poised, and adaptable
- Work closely and collaborate with all key stakeholders and senior management.
- Experience managing retail staff and requires weekend and evening work

## BENEFITS:

- Health, vision, and dental insurance
- PTO
- Performance bonus
- Generous employee discount

To apply, please submit a cover letter, resume and social media links to [jobs@appntd.com](mailto:jobs@appntd.com).