

Global Village

Nonprofit Retail Store Manager

Position Description and Qualifications

About Global Village

Global Village is a nonprofit retail store, founded in 1987, that supports artisans and farmers around the world and locally through the sale of goods that promote the values of Fair Trade, tolerance, cultural appreciation, and economic justice. Fair Trade goods are certified as produced by people who are paid fair wages and work under safe conditions, free from exploitation.

Overview

Global Village seeks a positive, enthusiastic, self-motivated, innovative individual to manage its nonprofit retail store and work with the Global Village board to maintain and grow the retail business, increase community awareness of the store and its mission, and establish and implement procedures and practices to stabilize store operations and finances for the long term. Manager responsibilities include, but are not limited to: staffing, volunteer management, inventory management, purchasing, merchandising, financial reporting, vendor relations, store housekeeping, customer relations, public and community relations, database management, marketing and advertising, social media outreach, organizational planning, and basic bookkeeping. The manager reports to a volunteer nonprofit working board that monitors manager and store performance and provides volunteer assistance to the manager as deemed appropriate for successful and stable store operation.

Qualifications And Experience (see also more detailed “Responsibilities List”)

- Minimum of 2-year degree in business administration, community/public relations, nonprofit management, or related field
- On-the-job experience in retail, sales, organizational management, and/or fundraising
- Demonstrated proficiency/experience in social media, Microsoft Office Suite, database management, public speaking, employee/volunteer management, marketing, public relations, verbal and written communication, business planning, fiscal reporting, event coordination, and bookkeeping
- Have and maintain a valid Montana’s driver’s license
- Meet the physical demands of the position

Salary/Benefits/Hours

- \$30,000-36,000/year depending on experience, qualifications, and negotiated work hours
- \$250 monthly stipend for health insurance
- 25-40 hours/week, as negotiated upon hiring; will include weekday hours as well as some evening and weekend hours

To apply, please send the following to Global Village

- Cover letter, including your commitment to the ideals of Global Village and your interest in working for the organization
- Resume highlighting relevant qualifications, experience, and personal qualities
- Three professional or personal references (no relatives) with contact information