



Job Announcement

Glacier National Park Conservancy provides equal employment opportunities and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Title: Buyer and Merchandising Lead

Position Overview: The Buyer and Merchandising Lead (Lead) is responsible for all aspects of the product carried in our four retail store locations and web store. Job duties include planning the product assortment, sourcing new products, and placing purchase orders. The Lead is also responsible for all aspects of store merchandising and replenishment. The seasonal nature of our work creates distinctive annual cycles of planning and operations. Our retail team works closely together, especially during the busy summer season. By maximizing retail sales, this position plays a critical role in fulfilling our mission to preserve and protect Glacier National Park. Due to the nature of this role, a remote or work from home arrangement is not feasible.

Essential Functions:

Product Assortment Planning and Buying

Work closely with the Director of Park Stores to create an Open to Buy plan, and analyze sales data to plan the following season's product assortment

Store Merchandising and Signage

Take the lead on store set up and merchandising, including planning the assortment for each store location and how product will be displayed

Collaboration and Communication

Collaborate with co-workers across departments on projects related to overall retail operations, vendor relationships, product development, and Conservancy messaging



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Minimum Qualifications (Education and Experience):

College degree, and at least four years of relevant experience. Applicants with alternative paths to similar qualifications and experience will be considered.

Knowledge and Skills: Required

- Proficiency in Excel and other reporting tools
- Ability to analyze data, and then use it in decision making
- Experience with Point of Sales systems in a high volume retail environment
- Strong interpersonal skills with a commitment to teamwork and a growth mindset
- Strong written and oral communication skills
- Knowledge of Glacier National Park and the programs administered by the Glacier Conservancy

Preferred

- Experience with Retail Pro and Big Commerce
- Experience in product assortment planning and forecasting
- Understanding of retail in a National Park or similar high volume seasonal environment

Compensation:

The annual salary for the Buyer and Merchandising Lead position is \$60,000. This is a full time, exempt position. GNPC offers a benefits package that includes support for health and dental insurance, paid holidays, paid personal and sick leave, and a Simple IRA retirement program.

About Us:

As the official philanthropic partner of Glacier National Park, GNPC provides funding for projects and programs that would not be possible without private support. Headquartered in Columbia Falls, Montana, we do this important work with a passionate and professional staff of 17 full-time co-workers, a national volunteer Board of Directors, a close relationship with our park partners, and the support of dedicated community partners and donors.

To Apply:

Please email resume and cover letter to Renee Metcalf at renee@glacier.org

Applications will be reviewed starting on July 15

For a complete position description, Visit glacier.org/about-us/employment/