



POSITION DESCRIPTION

The Glacier National Park Conservancy (Glacier Conservancy) is an equal opportunity employer. The Glacier Conservancy shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Title: Buyer and Merchandising Lead

Location: West Glacier, Montana

Department: Retail

Reports to: Director of Park Stores

Duration: Full Time, Exempt

Salary: \$60,000 / year, with benefits package

Position Overview: The Buyer and Merchandising Lead (Lead) is responsible for all aspects of the product carried in our four retail store locations and our 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 (Major Duties or Responsibilities):

PRODUCT ASSORTMENT PLANNING AND BUYING – 50%

- Together with the Director of Park Stores, create Open to Buy (OTB) and Purchasing plans
- Analyze sales data to plan the following season's product assortment. This includes an intensive review of sales by department and category

- Work in collaboration with the Warehouse Manager to schedule the flow of deliveries into the warehouse
- Continually look for opportunities to improve the assortment of products offered and to improve margins
- Set the Point of Sales system minimums and maximums by store and monitor them to ensure the stores get the product they need through the replenishment system
- Attend trade shows and develop and maintain good relationships with vendors and suppliers
- Work with vendors to develop more sustainable products and shipping practices
- Promote inclusion by seeking opportunities to work with a diverse group of vendors and suppliers
- Always act with integrity as a representative of the Conservancy in all business dealings

STORE MERCHANDISING AND SIGNAGE - 30%

- Take the lead on store set up and merchandising, including planning the assortment for each store and how product will be displayed
- Plan and prepare pricing and interpretative signage
- Visit the stores on a regular basis to ensure they are well-stocked, visually appealing, and clean
- Coordinate with the Associate Director of People and Culture to train employees on best practices related to merchandising and re-stocking
- Supervise a seasonal Merchandising Assistant who will visit the stores frequently and execute any needed changes to store merchandising
- As warehouse stock levels fluctuate in-season, the Lead will develop plans to move product and keep the stores well-stocked

COLLABORATION AND COMMUNICATION – 20%

- Work closely with the Communications Lead and consultants to plan the annual marketing calendar and strategy as it relates to web store promotions
- Collaborate with the Retail Assistant to develop new “web only” products and place orders as needed

- Partner with the Warehouse manager to execute the season-end and year-end physical inventory process
- Coordinate with retail team members to re-order supplies as needed
- Work with Development team to plan in-store Conservancy signage and messaging
- Strategize with Development staff to cultivate vendors as potential business partners or donors
- Collaborate with Development staff to plan special products for the purpose of fundraising

Minimum Qualifications (Education and Experience):

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

Required Knowledge and Skills:

- 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 Knowledge and Skills:

- 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