



Job Title: Shop DECA Retail Operations Manager

Reports To: Executive Director

DECA, a non-profit educational organization headquartered in Reston, Virginia, that prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management in high schools and colleges across the globe, is seeking a **Shop DECA Retail Operations Manager**.

The Shop DECA Manager will work to grow this small business within DECA through the development and promotion of a product line that advisors and members wish to purchase. Major responsibilities include providing leadership for all aspects of the operation, including merchandising, marketing, buying, customer service, order processing, shipping, accounting, staff supervision and administration.

The ideal candidate is energetic and excited to join a collaborative team. A successful applicant will be self-motivated, ready to prioritize multiple responsibilities and meet deadlines with minimal oversight.

Required Education:

- Bachelor's degree in business management, marketing, retailing or related field.

Job Responsibilities of the Shop DECA Retail Operations Manager:

- Leads continuous update and improvement of online e-commerce store.
- Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Identifies current and future customer purchasing trends by establishing rapport with potential and actual customers and industry experts.
- Research and identify sources for merchandise to meet current and future needs.
- Formulates pricing policies by reviewing merchandising activities; determining additional needed sales promotion; authorizing clearance sales; studying trends.
- Determines marketing strategy changes by reviewing operating and financial statements and departmental sales records.
- Development and implementation of merchandising plan for conferences including presale product designs, exhibit layouts, inventory displays and POS system.
- In collaboration with the Shop DECA staff, oversees the entire monthly financial process.
- In collaboration with the Shop DECA staff, oversees the entire inventory process for year-end fiscal close.
- Schedule staff travel, arrange for expenses, onsite banking and provide customized products for DECA's internal departments.
- Maintain a favorable working relationship with all other company employees to foster a cooperative and harmonious working climate which will be conducive to maximum employee morale, productivity, and efficiency/effectiveness.
- Performs other duties and responsibilities as required or requested.

Desired Skills of the Shop DECA Retail Operations Manager:

- 5+ years of experience in retail merchandising, buying, management or related field.
- Proficient in Microsoft Office products (Word, Excel and PowerPoint) Outlook and other applications as required.
- Knowledge and understanding of accounting practices.
- Ability to maintain brand integrity with product line.
- Excellent organizational and interpersonal skills.
- Ability to lead simultaneous projects with accuracy and punctuality.
- Ability to interact cooperatively and productively with employees at all levels across an organization and with the public.
- Ability to meet deadlines.
- Strong attention to detail.
- Excellent communication and writing skills.
- Ability to build and maintain strong relationships with colleagues and clients.

Supervisory Requirements:

This position has supervisory requirements.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Periodic lifting, pushing and pulling of boxes and merchandise up to 50 lbs.

Position Type and Expected Hours of Work:

This is a full-time position. Days and hours of work are typically Monday through Friday, 8:30 a.m. to 4:30 p.m. Periodic travel to conferences and meetings is required.

Classification:

Exempt.

EEO Statement:

DECA, Inc. does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.