

Boutique Manager

Department	Boutique
Reports to	Executive Director
Location	Anchorage, AK
Classification	Non-Exempt
Status	Part-time, 25-30 hours week
Revision Date	1/9/23

Position Summary

The Boutique Manager is responsible for overseeing the operations of the Bargain Boutique in collaboration with the Executive Director to fulfill the mission of Beacon Hill.

Beacon Hill's mission is to serve children in foster care or at risk of going into foster care through the love of Christ. The Beacon Hill Bargain Boutique supports this mission by employing youth in foster care or aged out of foster care (including developing their work skills) and funding facility and programs that fulfill the mission.

Supervisory Responsibilities

Responsible for hiring and supervision of the Boutique staff, including scheduling, training, and oversight.

Responsible for coordinating and oversight of regularly scheduled and "pop-in" volunteers.

Essential Functions

Responsible for receiving donations from the community and overseeing the processing of those donations. Includes communicating with the public about what donations we are currently accepting, coordinating Boutique staff and volunteers who help process donations, and pricing and sorting the donations for resale.

Responsible for the general upkeep of the Boutique, including cleaning all areas and tidying Boutique and upstairs bathrooms. Includes acquiring help with building maintenance and upkeep to paint, fix racks, shelving, etc.

Responsible for financial reconciliation of the Boutique sales to include daily reconciliation of financial till; the Boutique Assistant reconciles weekly till, and Financial Officer makes weekly deposit.

Responsible for the ordering of all Boutique supplies, including drinks and supplies needed for pricing and selling of items.

Responsible for marketing of the Boutique, including daily Facebook, Marketplace/Craigslist, and Instagram postings, daily and weekly sales and fundraising campaigns, keeping Beacon Hill

swag items stocked, and creating and ordering Boutique cards/gift cards. Also responsible for communicating with and responding to individuals who inquire about items on social media in a timely manner, as well as responding to emails and phone calls.

Responsible for sharing the mission of Beacon Hill with shoppers and connecting them to appropriate managers for further information about how to partner with Beacon Hill.

Skills and Abilities

Strong organizational abilities including planning, delegating, and task facilitation

Ability to work collaboratively on a team

Demonstrated ability to oversee and collaborate with staff

Willingness to support the mission of Beacon Hill

Strong communication skills

Education and Experience

High School Diploma

Minimum 2 years' experience in merchandising business or retail

Physical requirements / Work Environment

Must be able to lift to 25 lbs. on occasion

Sit or stand at desk at a register or computer

Stretch, bend, and reach