

## **Bookstore Manager**

**Reports to:** Executive Director of Operations

**Classification:** Part-time Non-Exempt (24 hours)

**Supervision Responsibility:** None

This **Bookstore Manager** will provide leadership in overseeing and managing the operation of the Faith Church Dyer Book Store. This person will work closely with the Dyer staff and leadership.

This leadership will come from:

- A personal commitment to the Lordship of Jesus Christ.
- A mature faith and steadfast character.
- A reliance on the authority of Scripture and prayer.
- A sense of calling to an "equipping of the saints."

**Core Function:** The Bookstore Manager will live out their discipleship to Jesus Christ by working with the leadership of Faith Church to implement the vision of the church: "Restoring the World One Relationship at a Time."

### **Key Roles:**

- **Administrative and Financial Management:** Proficient in Point of Sale system, sales tax detail, and invoicing. Prepare deposits, process credit card sales and replenish cash reserves.
- **Inventory Management:** Consistently manage inventory, review sales and identify trends, place orders to properly maintain desired products, supplies and resources for the store. Research potential new vendors and products to be ordered. Eliminate products that are no longer selling. Oversee special order process.
- **Staff Management:** Maintains staffing levels by recruiting, selecting, orienting and training employees and volunteers. Provides coaching, support and appreciate. Prepares schedules and evaluate job results.
- **Relationship Management:** Attend regular meetings and provide necessary communication with Faith Church operations team, ministry leaders, staff, volunteers and vendors.
- Provide strong leadership and teamwork skills; ability to work cooperatively and jointly with various staff ministries, leaders and organizations. Provide support and assist with ordering material resources for special events and specific ministry needs.
- Ability to cast a vision and strategy for bookstore operations as well as inspire others to join in achieving the vision.
- Follow trends and research in the Christian retail industry.
- Implement a plan for merchandising, store design and layout for the book store.
- Additional duties as assigned

### **Competencies:**

- Excellent verbal communication skills.
- Effective planning and problem solving skills.
- Ability to interact with staff and customers in a professional manner.

- Great customer service mindset with staff, Pastors, ministry leaders, volunteers and customers.
- Exhibits a spirit of cooperation, teamwork and teachability.
- Possesses knowledge of administrative, organizational, and retail operational skills.
- Exhibits the gift of hospitality and heart for welcoming people.
- Computer skills; POS system, Google and slack.

**Credentials:**

- College degree preferred.

**Experience:** Three years of retail management experience preferred.