**Job Title: Chair, Merchandise**

**Reports to: Director, Protocol**

**Portfolio: Protocol**

**Scope of Position**

The Chair of Merchandise will manage the licensed souvenirs and merchandise program. With support from the Director and Executive Committee for determining design, quantities and pricing, the Chair will also deliver full execution for sales planning, implementation and execution of merchandise and its stewardship. This includes but is not limited to determine services requirements, prepare list of potential sales sites, establish and implement inventory system, establish and maintain fiscal management system for accurate record keeping.

.

Term: Sept 2018 – Feb 2020

**Key Competencies**

* Planning and organizing
* Communication
* Teamwork
* Networking and relationship building
* Resource and fiscal management
* Adaptability/flexibility

**Responsibilities**

Key Responsibilities:

* Identify and develop licensed merchandise design and inventory with contractor
* Identify and develop a strategic sales plan based on the organizations timelines ensuring ethical principles
* Oversee the planning and execution of online and on-site sales management, including staffing, logistics, and sales strategies.
* plan to generate significant funds for the organization
* Oversee a volunteer committee for sales activities and events that are used.
* Expand community awareness and support revenue growth through arranging community displays and speaking engagements – schools, community groups and other
* Develop strategies to strengthen business/community relationships to support sales opportunities and increasing Airdrie 2020’s merchandise presence online

**Qualifications**

* Minimum one years progressive experience in sales planning in a not for profit setting;
* Be self-motivated and goal oriented
* Experience and demonstrated success in event management and hands on implementation of successful fundraising events;
* Ability to deal with donors, sponsors and the public, in person, on the phone and through email.
* Experience in developing and working with volunteer boards;
* Confident public speaker with the ability to engage patrons, volunteers and community organizations;
* Superior communications, interpersonal, writing and organization skills
* Established relationships with Airdrie and area business community an asset

**Physical Demands**

* Manual dexterity required to use desktop computers and peripherals.
* Walking and standing for extended periods of time.
* Occasional heavy lifting between 10lbs to 30lbs
* Ability to work in a loud environment
* High-stress, fast paced environment