

Position Title: Retail Manager

Organization: The Project With A Purpose Inc

Location: Hybrid

Reports To: Chief of Operations (COO)

Position Type: Volunteer

Position Summary:

The Retail Manager oversees all retail operations for The Project With A Purpose Inc, including online sales and pop-up store events. This position plays an essential role in generating revenue to support the organization's mission of helping veterans and promoting mental health awareness.

The Retail Manager is responsible for managing inventory, sales platforms, merchandising, and customer engagement while ensuring that all retail efforts reflect the organization's values and brand.

Key Responsibilities:

- Retail Operations Management
- Oversee day-to-day retail activities, including online store management, product listings, and fulfillment.
- Organize and operate pop-up shops, thrift events, and community sales initiatives.
- Maintain accurate inventory records and ensure consistent product availability.
- Coordinate setup, staffing, and logistics for retail events.

Sales & Marketing

- Collaborate with the Marketing Manager to promote retail products and events through social media and online campaigns.
- Develop strategies to increase sales and expand brand reach across platforms.
- Ensure products are well-presented, priced appropriately, and aligned with seasonal or event-based themes.
- Track sales data and provide performance reports to the Chief of Operations.

Corporate & Community Partnerships

- Work with the Chief of Operations and Fundraiser Coordinator to secure partnerships or sponsors for retail and pop-up events.
- Build relationships with local vendors and community organizations to expand retail visibility.
- Coordinate donation-based merchandise or collaborative retail initiatives with supporters.

Financial Accountability

- Manage sales transactions, ensure accurate reporting, and submit earnings for financial tracking by the CFO.
- Monitor retail budgets, expenses, and profit margins.
- Ensure all financial and operational practices align with nonprofit compliance standards.

Qualifications:

- Experience in retail management, e-commerce, or event sales (nonprofit experience a plus).
- Strong organizational and leadership skills.
- Knowledge of online sales platforms (e.g., Shopify, Square, Etsy, or similar).
- Excellent communication, customer service, and problem-solving abilities.
- Ability to manage inventory and coordinate retail operations across multiple locations.

Preferred Skills:

- Experience managing pop-up or mobile retail operations.
- Familiarity with merchandising, pricing, and visual display design.
- Basic bookkeeping or financial tracking experience.
- Passion for community service and supporting veterans.

How to Apply:

Interested candidates should email a resume and brief cover letter to theprojectwithapurpose@gmail.com with the subject line: Retail Manager Application.