

Business Manager & Development Strategist Candidate Guidelines

THE
EPISCOPAL
BOOKSHOP



ST MARY'S
Episcopal Cathedral

Business Manager & Development Strategist

Candidate Guidelines

The Episcopal Bookshop is a long lasting ministry of the women of St. Mary's Cathedral which is a robust faith community in the Episcopal tradition located on the edge of downtown Memphis, Tennessee in the heart of the Medical District. Since 1956, the Bookshop has carried a wide range of merchandise, including bibles and prayer books, spiritual and self-empowerment, fiction and non-fiction, jewelry, gift cards, fair-trade and other unique items. It is an important and sacred gathering place for theological conversation as well as chitchat. This is a non-profit business and all proceeds are shared for the betterment of Memphis. For more information, please visit www.stmarysmemphis.org

The **Business Manager and Development Strategist** is responsible for overseeing and managing all day-to-day operations of The Episcopal Bookshop and ensuring the store is profitable by increasing sales and keeping costs low. This position is to guarantee accurate record keeping and accounting, timely paperwork processing, data analysis and inventory levels. This position will lead The Episcopal Bookshop in creative solutions for sustainability for the next generation.

Essential Duties and Responsibilities:

- purchase, stock, maximize sell of merchandise
- supervise volunteer staff

- provide warm hospitality and customer service
- maintain store appearance and cleanliness.
- direct the receiving and stocking or preparing of all incoming and outgoing shipments
- complete or supervise all store opening and closing procedures on a daily basis
- daily reconciling of cash on hand and closeout process of cash register
- prepare bank deposits
- provide leadership of different ways for bookshop revenue
- other related duties as required.

Qualification:

Significant experience in retail sales and online marketing; knowledge required in cashiering, budgeting, management principles, fundamental accounting, purchasing and inventory control; understand Episcopal spirituality; strong computer skills and website design critical; excellent interpersonal skills essential; good organizational skills and ability to work well with the public essential; must be able to work independently as well with a diverse group of volunteers!!!

Position posted May 1 and open until filled. This is a part-time position with benefits if needed. For further information and consideration, please send a resume by May 25th to Emily Pratt- St. Mary's Episcopal Cathedral, 700 Poplar Avenue, Memphis, TN 38105// epratt@stmarysmemphis.org