

## **Manager, Fairhill Lane Shops**

### **Summary**

The Manager, Fairhill Lane Shops is a managerial/supervisory position that reports to either the Executive Director or a Campus Leader. The Manager, Fairhill Lane Shops supervises associates and is expected to make a personal 'hands on' contribution to the productivity of one or more functions. The Manager, Fairhill Lane Shops has lead responsibility for development, implementation, supervision and evaluation of all activities and services in Fairhill Lane Shops. The Manager, Fairhill Lane Shops interacts with all of Fairhill's Campus Leaders and may be considered part of the Fairhill Center senior staff.

### **Responsibilities**

- Cooperates with the associate coordinator in all aspects of recruiting associates; trains associates in all aspects of retail sales; develops sales and marketing promotions;
- Develops advertising strategies for both on campus and the greater community;
- Buys, selects and determines all items for sale by Fairhill Lane Shops;
- Helps prepare annual budget for Fairhill Lane Shops;
- Works collaboratively with all other Fairhill Center program, technical and administrative staff to help advance Fairhill's mission;
- Effectively represents the Executive Director and Fairhill Center in order to promote programs, property services and fund-development efforts;
- Demonstrates accountability for achievement of specific objectives and/or tasks related to the Fairhill Strategic Plan;
- Assumes responsibility for other specific projects, as assigned.

### **Qualifications**

- Bachelors Degree or equivalent experience in area of expertise preferable marketing or retail management;
- Experience working with all levels of management; experience working with intergenerational populations is highly desirable;
- Excellent verbal and written communication skills as well as excellent organizational and multi-tasking skills in a high energy, challenging environment;
- Superior interpersonal attributes; ability to get along with diverse personalities, tactful, mature, resourceful and flexible;
- Professional appearance, attire and demeanor;
- Computer proficiency in word processing, spreadsheet, database and internet.