

School Store Manager

Cranbrook Educational Community is one of the world's leading centers of education, science, and art. Comprising a graduate Academy of Art, contemporary Art Museum, House & Gardens, natural history museum and a Pre-K through 12 independent college preparatory school, Cranbrook welcomes thousands of visitors and students to its campus each year. The art and architecture that shape the campus are designed to complement the surrounding natural environment and is a National Historic Landmark. The campus is located about 10 miles north of Detroit. For more, please visit our website:

www.cranbrook.edu and take an [aerial tour of campus](#).

Cranbrook Schools is seeking a School Store Manager who will support and facilitate the mission of Cranbrook Schools. The manager provides leadership, innovation, and oversight of a quality, sustainable, and profitable store. The manager plans, organizes, and directs daily operations of the physical and online store, cohesion with all school departments, engagement with students and other constituents, and supervision of staff and volunteers. Responsibilities include revenue generation, POS and inventory management, bidding, procurement, and visual merchandising. The expected start date for this position is on or after July 1, 2021.

Required Knowledge & Experience:

- Bachelor's Degree in Business Administration, Retail or related field, or an equivalent level of education, training and experience in a retail environment.
- Five years progressive management level experience in a K-12 or higher education campus store or similar retail environment. In lieu of five years of work experience, seven years of relative experience in a similar retail environment with a minimum of two years in a supervisory capacity.
- Strong technology aptitude and demonstrated knowledge of CRM, Purchasing, Inventory Control, POS, and Accounting systems and databases.
- Demonstrated knowledge of and experience with bidding, procurement, visual merchandising, and inventory management.
- Advanced knowledge of retail marketing, promotional development, and pricing strategy.
- Demonstrated advanced verbal and written communication skills with the ability to maintain effective working relationships with students, faculty, staff, administration, and customers.
- One year of professional training or practical experience in teaching or childcare preferred.
- Demonstrated understanding of general accounting principles.
- Ability to work a flexible work schedule including evenings and weekends.
- Basic mathematical skills with the ability to compute cost and sales margins, reconcile cash and sales receipts.
- Valid driver's license with satisfactory driving record.
- Current CPR/First Aid training or be willing to be certified.
- Creative design a plus.

Cranbrook offers competitive compensation and benefits that include medical, dental, life insurance, long-term and short-term disability, and retirement. We also offer generous paid time off, 10 paid holidays and 3 optional holidays, employee discounts, and a unique environment in an educational setting that values collaboration.

For consideration, please send a cover letter, résumé, and a completed Cranbrook Employee Application to: Cranbrook - Human Resources, P. O. Box 801, Bloomfield Hills, Michigan 48303-0801, or fax (248) 645-3014, or email humanresources@cranbrook.edu. Download the [Employee Application](#).

Cranbrook is an equal opportunity employer and strives to provide a work environment that welcomes diversity.