



ASSISTANT DIRECTOR - RETAIL INVENTORY

Position Type: Regular Full Time (exempt)

Reports to: Director of Retail

Location: Zion Administrative Headquarters

The Assistant Director of Retail Inventory position supports all ZFP park store locations to ensure seamless inventory processes including daily product allocations and associated reports. Position works with retail management teams to support all aspects of park store and distribution center to meet strategic business initiatives. Assistant will actively ensure maximum retail profits through managing purchase orders and sales projections to facilitate adequate inventory levels across park stores ensuring budgeted goals are met.

WHO WE ARE

Zion National Park Forever Project (ZFP), a leader in non-profit public lands partnerships, believes that our employees are our greatest strength. As such, we are seeking an Assistant Director of Retail Inventory that is committed to our mission as the non-profit partner of Zion National Park, Cedar Breaks, and Pipe Spring National Monuments and providing our staff members with an exceptional brand experience. From the moment of hire, we want our employees to engage in the mission of ZFP and to understand the value of the contribution that each person makes to this important work.

WHAT YOU'LL DO:

The Assistant Director of Retail Inventory will be based in the Zion National Park Administrative Offices with frequent travel to off-site park store locations and will be responsible for the following:

Leads:

- Work with the Director of Retail to ensure clear and effective communication with the retail team.
- Translate and execute retail strategy with store managers to achieve the targeted sales objectives and interpretive themes.
- Monitor and analyze inventory levels to project and purchase products as requested.
- Resolve vendor discrepancies and concerns as requested.
- Assist retail management team to ensure adequate inventory levels in park stores.
- Flexibility to assist at parks store and warehouse locations as needed.
- Participate in annual physical inventories.
- Establish priorities and proceed with objectives with minimal supervision to meet deadlines.
- Strong collaboration skills with the ability to work as part of a team in a dynamic environment.

Supports:

- Liaison effectively between management and park store managers to align goals.
- Ability to offer creative, and solution driven ideas for process improvement and retail growth.
- Communicate and model company standards and policies.
- Implement directives from management that are both efficient and effective.
- Other duties as assigned.

KEYS TO SUCCESS (THE MUST-HAVES)

To be successful in this job, you will excel in these areas:

Hard skills:

- Effectively communicate through face-to-face, phone and digital communications. This includes active listening, speaking, observing and empathizing.
- Minimum 3 years' progressive retail experience in a high volume retail setting required.
- Purchasing and/or inventory management experience required.
- Bachelor's degree in relevant field preferred.
- Knowledge of current technology needs to support best retail practices and aptitude to learn new applications quickly.
- Ability to stand, bend, and lift product boxes of up to 40 lbs.

Soft skills:

- Committed to teaching the ZFP mission and to advancing a culture of inclusion within the organization.
- Excellent organization, project planning, and time management skills with attention to detail.
- Eye for color, layout, scale, to create aesthetically pleasing displays and signage.
- Lead and influence store management and teams to support retail objectives.
- Ability to maintain confidential organization and staff information.
- Positive solution driven attitude and effective communication skills.
- High capacity for creativity, resourcefulness, and collaboration.

WHAT ELSE YOU SHOULD KNOW

Zion Forever is an equal opportunity employer. We value diversity among our staff, and we encourage people of all backgrounds to apply to join our team.

This is a full-time, exempt, benefit-eligible position located in southern Utah. Work will be based in Zion National Park most days. This position must be flexible to work weekends and holidays. Housing is NOT available.

Salary is commensurate with experience. ZFP provides a comprehensive benefits package. Following a 90-day introductory period, you will be eligible for a broad array of benefits including vacation and holiday pay, sick leave, employer-supplemented health benefits package including medical, dental, vision, and health savings account (HSA) plan, long-term disability, and life insurance, a 401(k) retirement plan, discounts in our park stores, and an America the Beautiful National Park pass.

HOW TO APPLY

Well-qualified applicants should send a resume and compelling letter of introduction describing your suitability for the position to Elizabeth Fiala, HR Manager, Zion Forever Project, at elizabeth.fiala@zionpark.org. For questions, contact Elizabeth Fiala or Savannah Dunn at savannah.dunn@zionpark.org.