



Job Posting: Director of Merchandising

The United States Capitol Historical Society (USCHS) is searching for an energetic and creative leader with a successful background in e-commerce to lead the Society's merchandising to a new level of success.

As leader of the USCHS Merchandising Team, responsibilities include implementing sales plans, supervising staff, and coordinating the selection and acquisition of all new merchandise for catalog, wholesale, and internet operations. The Director of Merchandising will serve as a member of the Senior Leadership Team and report directly to the CEO.

The Director of Merchandising is responsible for providing the vision and leadership necessary to conduct the merchandising strategies and support the mission of USCHS. Goals for the new Director include:

- Designing and executing – with CEO approval – comprehensive strategies to increase merchandising revenue for the Society
- Cultivating collaborative relationships with organizations and individuals that assist the Society in executing its strategic plan. These are relationships that enable USCHS to reach new audiences and expand its ability to perform more creatively, efficiently, and effectively
- Assuming managerial, budgetary, and supervisory duties of the team to ensure smooth operation within the broader organization.

A passion for history, collegial demeanor, and sense of humor are appreciated!

Necessary Qualifications:

- Demonstrated experience in e-commerce
- Ability to manage an inventory control process
- Experience negotiating with vendors
- Thorough attention to detail for recordkeeping
- Excellent written and oral communication skills

Compensation:

- Base compensation between \$40,000 and \$50,000 commensurate with experience.
- There is capacity for bonuses tied to increases in net sales revenue.

200 Maryland Avenue NE, Washington, DC 20002
www.uschs.org | (202) 543-8919 | Fax: (202) 525-2790

- A competitive benefits package including health insurance, paid vacation, opportunities for professional development, and more.

To Apply:

- Send a cover letter and resume to Samuel Holliday, Director of Operations and Scholarship by email at sholliday@uschs.org with the subject line "Director of Merchandising."
- Applications are due by October 16, 2020.

The United States Capitol Historical Society (USCHS), founded in 1962, is chartered by Congress to educate the public on the history and heritage of the U.S. Capitol, its institutions, and the people who have served therein. It is the only 501(c)3 non-profit educational organization dedicated to the history of both the building and Congress – the instrument by which the American people govern themselves.