



POSITION TITLE **Director of Enterprise**
Date: November 8, 2024
Reports to: Executive Director
Status: Full-time Position

Resumes may be sent to our Program Director, Elizabeth Gammill, at elizabeth@mustardseedms.org, or uploaded online after completing a Preliminary Job Application found on our website at mustardseedms.org.

SUMMARY

The Director of Enterprise holds a key leadership role at The Mustard Seed, a role that is responsible for leading a skilled team of employees by demonstrating effective team management and by overseeing the strategic planning, operations, and performance of our enterprise departments while also aligning the vision, mission, and goals of The Mustard Seed with the needs and expectations of our Seedsters, customers, and employees.

The Director of Enterprise analyzes market trends, develops sales strategies, sets production goals, and establishes policies and procedures that enhance efficiency and productivity across all enterprise departments. This position works closely with the Product Coordinator in developing and designing products for resale in our gift shops, regularly using graphic design software to bring these ideas to life. In addition, the Director of Enterprise works alongside our ceramics workshop team to set monthly and annual production goals, as well as develop and implement strategies that ensure a smooth production process.

The Director of Enterprise must be able to understand the big picture and long-term goals of The Mustard Seed, inspire and motivate their teams, communicate effectively with different audiences, analyze sales data and market conditions, and embrace creativity and innovation.

JOB RESPONSIBILITIES

- Ability to multi-task while remaining flexible to the needs of the Seedsters, the enterprise departments, our customers, and The Mustard Seed as a whole
- Oversee new employee training within the enterprise department
- Engage in high-level decision-making while driving creativity and innovation
- Play an active role in customer engagements in an effort to develop and cultivate relationships while also expanding our customer base
- Coordinate general maintenance and operation of Gift Shops, oversee and order supplies as needed, and assist gift shop staff in keeping the gift shop floors clean, tidy, and organized
- Operate the cash register, manage daily transactions, and balance the money drawer as needed
- Assist the Product Coordinator in the planning and creation of merchandise displays that highlight our products
- Conduct market research to identify product trends and determine marketing opportunities
- Work with the enterprise and marketing teams to monitor the production process, oversee production goals, track inventory levels, assist with product engagement and marketing, and help with planning for off-campus shows and events
- Manage, oversee, and schedule all requests for pop-up shops
- Manage Wholesale Accounts: ensure contracts and forms are received and filed accordingly, manage communications, and schedule and oversee in-store shopping appointments
- Work alongside the Product Coordinator to oversee all aspects of product development from concept to completion, including product design, inventory forecasting, launch dates, quality assurance, and final packaging of products
- Coach and mentor the enterprise teams to ensure an efficient and cohesive approach within the production process
- Evaluate costs of goods and services to determine product pricing
- Other duties and tasks set forth by the Executive Director

POSITION QUALIFICATIONS

- Bachelor's degree in Marketing, Product Design, or related field
- 3+ years of experience in retail and/or product development
- Desire to manage and lead a team of talented employees
- Enthusiastic, friendly, and energetic with exceptional leadership skills
- Detail-oriented with strong problem-solving and organizational skills
- Must be a strategic thinker with skills in communication and collaboration and adaptability and innovation
- Ability to take initiative, work independently, and manage multiple projects efficiently and in a timely manner
- Knowledge of product design, materials sourcing, and manufacturing processes
- Proficiency in Microsoft Office products such as Excel, Word, and Outlook, as well as design programs such as Canva, InDesign, and Photoshop
- Experience with Shopify Ecommerce and Point of Sale a plus

The Mustard Seed seeks to meet the spiritual, physical, emotional, and intellectual needs of adults with developmental disabilities by providing a loving and protected Christian community with meaningful activities that allow the participants to fulfill the potential that God has created within them.