Career Opportunity
This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

Divisional Merchandise Manager, Inventory
Announcement Number SE-22-0168

<table>
<thead>
<tr>
<th>OPEN DATE:</th>
<th>July 20, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLOSING DATE:</td>
<td>July 27, 2022</td>
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<td>PAY BAND:</td>
<td>M</td>
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<tr>
<td>SALARY:</td>
<td>(Commensurate with experience)</td>
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<tr>
<td>APPOINTMENT TYPE:</td>
<td>Indefinite</td>
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<tr>
<td>SCHEDULE:</td>
<td>Full-Time</td>
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<tr>
<td>DUTY LOCATION:</td>
<td>Washington, DC</td>
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Who may be considered for employment: OPEN TO QUALIFIED SMITHSONIAN ENTERPRISE EMPLOYEES ONLY. The Smithsonian provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for the application or hiring process, please call 202-633-6409 (TTY).

The Smithsonian Institution is an Equal Opportunity Employer. We believe that a workforce comprising a variety of educational, cultural and experiential backgrounds support and enhance our daily work life and contribute to the richness of our exhibitions and programs. See Smithsonian EEO program information: www.si.edu/oeema

KEY REQUIREMENTS
• Pass Pre-employment Background Check and Subsequent Background Investigation for a position designated as Low Risk
• Complete a 1 year Probationary Period
• Maintain a Bank Account for Direct Deposit/Electronic Transfer
• Males born after 12/31/59 must be registered with Selective Service.
• U.S. employment eligible without sponsorship

For the latest information on the COVID-19 vaccination requirements and its impact on your application, click on Smithsonian Institution’s Frequently Asked Questions.

SUMMARY:
This position is responsible for achieving sales and profit objectives for all retail categories, working in conjunction with the Buying Team. Responsibility includes development and successful execution of topside and detail financial plans, demand forecasting, Open to Buy and Merchandise Allocation/Replenishment strategies as well as all analysis and reporting of actual performance to plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:
• To ensure that Departmental Plans tie back to overall company financial metrics including Sales, Gross Margin $, Gross Margin %, and Turnover goals.
• Work closely with Product Managers and Buyers on the development of individual department budgets. Assist with the strategy when identifying opportunities within each department.
• Manage the Open-to-Buy process for the total business by providing analysis and trend direction to maximize opportunities. This process includes the regular reforecasting of sales, inventory and receipts in season.
• Manage the Gross Margin forecasting process for the overall business including the review of the Actual Performance to Plan on IMU (Initial Markup), Markdowns, Discounts, Markups, Vendor Cost, Freight, and Returns.
• Review plans against current market/business conditions and consumer trends and execute approved adjustments to plans.
• Develop initial sales projections for the overall business for key exhibits and promotions. Responsible for the total overview and roll up of sales.
• Track and measure total company financial results for key exhibits and promotions including Cherry Blossom Promotion, Holiday Promotion, and Bundling Promotions.
• Complete financial projections and analysis in conjunction with the Quarterly Strategy Presentations.
• Participate with and communicate financial results, forecasts and action plans to Supervisor and Merchandising team on a weekly basis. Recommend action plans based on the trends in the business.
• Actively participate with Product Managers, Buyers, and Assistant Buyers in the Key Item Projection process.
• Coordinate and manage the monthly price change process. Provide analysis and recommendations to Merchandising team. Quantify impact on Gross Margin.
• Provide recommendations to Product Managers, Buyers, and Assistant Buyers in managing the inventory flow process (Open-to-buy, Transfers, Markdowns, Initial Order Placements and Reorders).
• Manage the financial review and final approval of price changes and purchase orders after discussions with the VP & GM and VP, Merchandising.
• Work with Product Managers, Buyers, and Assistant Buyers to ensure correct Basic Stock Levels and ensure that Basic Stock System(s) (IP or Excel) are working correctly.
• Ensure optimal store/warehouse stock levels for replenishable and “featured” items, whether it is in the stores or part of a featured Museum Exhibit.
• Conduct store visits along with GMM, DMM, Product Managers, or Buyers to evaluate merchandise presentation, customer demographics, stock assortments and inventory levels.
• Partner with the Merchandising team to assist with the Assortment Plan process. Utilize analysis of history and current year performance to identify opportunities and liabilities.
• Complete all Inventory Analysis required to manage and monitor Aged Inventory and Excessive Weeks of Supply Inventory. Ensure liquidation strategies determined by VP & GM and VP, Merchandising are in place to keep on Company Aged and WOS standards.
• Participate in exhibition and new theme assortment development meetings. Review quantities to place, follow up on the completion of the Merchandise Status Sheet and review floor placement.
• Share new item forms, PowerPoint decks and merchandise status sheets with the store operations and visual teams.
• Follow up with Operations & Special Project Manager and the third-party distribution center for lost shipments, return to vendors, order changes and receiving/pick priorities.
• Recommend liquidation of slow selling or discontinued products to ensure space for new programs.
• Monitor and track status of percentage of Made in USA for the total business.
• Monitor and track status of UBIT within the business
• Provide training as needed to members of the Merchandising team.
• Demonstrate extensive knowledge of AS400 reports, reports on Retail Portal, and other tools to manage the business.
• Provide analytical follow-up to all major changes or initiatives in Merchandising and Store strategies. Make recommendations based on analysis.
• Complete comprehensive (“Deep Dive”) analysis of the business as requested to identify sales opportunities, shifts in the business, and declining sales.
• Participate in the evaluation of new business opportunities with Retail leadership.

Education, Requirements and Qualifications:

Bachelor’s degree (B.A.) from a four-year college or university, and/or 8-10 years’ experience in: retail merchandise planning, demand forecasting; inventory management, allocation or replenishment; financial planning and/or financial analysis experience

• At least 7 years of retail experience in buying, or allocation; Merchant or merchandising experience recommended.
• Strong problem-solving and analytical skills, understanding of forecasting methodology
Experience in decision making decisions with limited information but also able to synthesize large quantities of data.

- Strong communication and presentation skills: concisely presents complex information/recommendations in terms meaningful to various audiences
- PC proficiency with strong emphasis on Excel
- Builds collaborative partnerships cross-functionally; identifies/influences critical stakeholders
- In-depth knowledge of Merchandising Systems. Island Pacific preferred or similar as well as knowledge of Ecommerce and Web Fulfillment systems

Applicants, who wish to qualify based on education completed outside the United States, must be deemed equivalent to higher education programs of U.S. Institutions by an organization that specializes in the interpretation of foreign educational credentials. This documentation is the responsibility of the applicant and should be included as part of your application package.

Smithsonian Enterprises is a division of the Smithsonian Institution, the world’s largest museum and research organization. Established in 1846 with a bequest from English Scientist James Smithson, the Institution currently encompasses 19 museums and galleries, the National Zoo and 9 research centers. The Smithsonian has facilities in 7 states, the District of Columbia and the Republic of Panama supporting over 6,200 employees.

Smithsonian Enterprises encompasses the Media Group, Retail Group, Educational Travel and E-Commerce.

The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery."

**To Apply:**

Please forward a resume, salary requirements, cover letter to:

Application materials submitted without salary information will not be considered. Applicants not meeting the mandatory and minimum requirements will not be considered.

SECareers@si.edu

Please include the position title in the subject line.

Once the vacancy announcement closes, a review of your resume will be made compared to the qualifications and experience as it applies to this job. **What to expect next:** After a review of applicants is complete, qualified candidates’ résumé’s will be referred to the hiring manager.

Relocation expenses are not paid.

Any false statement in your application may result in your application being rejected and may also result in termination after employment begins.

The Smithsonian offers a number of exceptional benefits to its employees who qualify. Benefit programs include:

- Health, Dental & Vision Insurance, Life Insurance, Transit/Commuter Benefits, Accidental Death and Dismemberment Insurance, Annual and Sick Leave, Family Friendly Leave, 403b Retirement Plan, Discounts for Smithsonian Memberships, Museum Stores and Restaurants, Credit Union, Smithsonian Early Enrichment Center (Child Care), Flexible Spending Account (Health & Dependent Care)