

BOUGHT *B*EAUTIFULLY

Job Title: Executive Director

Location: Sheridan, Wyoming

Reports to: Board of Directors

Details: Full-time (salaried position with some seasonal variation plus some nights and weekends).

Compensation: Competitive and commensurate with experience.

Bought Beautifully - a 501(c)3 organization - is seeking an Executive Director to work under the guidance of BB's Board of Directors to pursue BB's mission of inspiring interactions that enrich lives, restore hope, empower people, and shine God's love.

This person will play a lead role in helping to develop, support, and execute the key elements that accomplish BB's mission by balancing overall operations including storefront and online sales, multi-platform marketing, customer engagement and public/private fundraising to meet the organization's strategic goals.

Why? Because meeting BB's strategic goals means life-changing impact, true empowerment and brighter futures for thousands of our artisan partners, their families, and their communities around the globe.

The successful candidate will be a responsible, loving, strong, empathetic and decisive leader with a clear and demonstrated passion for people, leading naturally through serving others and fully embodying Bought Beautifully's mission.

Anticipated Duties

- **Strategic growth and expansion**
 - Identify and implement ways to grow and increase sales + impacts for our global partners
- **Donor cultivation + community engagement**
 - Identify and expand revenue sources (grants, donors,), fundraising activities to support existing program operations and expansion
 - Develop and maintain regular communications with donors and customers
- **Systems:** Implementation of effective systems to track scaling progress, evaluating program components to measure successes that can be effectively communicated to the board, donors, and customers:
 - Product intake/ordering
 - Accounts payable/receivable/bookkeeping
 - Organizational policies, employee intake
 - Staff procedures handbook
- **Communication**

- Work with the Director of Impact to deepen and refine all aspects of communications and brand management with the goal of building an ever-stronger brand.
- **Finances**
 - Regular/monthly accounting and tax responsibilities, including bill pay, sales tax, and payroll
 - Work with 3rd-party accountant for annual 990 creation and filing
 - Work with the finance committee to create and implement the Annual Budget
- **Human Resources**
 - Identify, recruit, train, develop, equip, and lead a talented team of employees critical to accomplishing the mission of the organization, including:
 - Director of Impact
 - Shop Manager
 - Shipping and Fulfillment Associate
- **Develop and Maintain relationships with:**
 - Artisan Partners
 - Engaged Churches
 - Past and Current Donors
 - Retail Customers
 - Other Strategic Partnerships

Our Ideal Candidate:

- Is a kind and loving human who learns quickly, loves fun, listens well and takes initiative.
- Is a detail-oriented problem solver with excellent and comprehensive communication skills.
- Loves to engage with others to inspire, motivate, and educate about fair trade, empowerment and transformation through authentic storytelling.
- Has experienced other cultures firsthand and possesses a deep appreciation and respect for other cultures.
- Has an uncanny ability to multitask and prioritize effectively in a fast-paced retail environment.
- Enjoys working with a team and excels at coordinating with passionate volunteers.
- Possesses a strong work ethic with an ownership mentality.
- Is absolutely trustworthy and dependable.
- Knows a thing or two about jewelry, home decor, women's/men's fashion, general retail, and social trends.

Required Qualifications:

- Passion for living out love and faith as advocates for helping vulnerable people experience life-changing transformation around the world.
- Proven ability to identify and develop new marketing opportunities and maintain meaningful relationships with customers while building brand recognition.
- Strong ability to conduct market research, create and implement a plan, follow-through on the plan while engaging and motivating team members.

- Proficiency (or desire to learn) in related technologies Microsoft Office Suites/Google Drive, CRM systems, Shopify eCommerce platform and point-of-sales technology.
- Flexibility to pivot into various roles based on business needs (i.e., sales floor, inventory, marketing, operations, spokesperson and others).
- Prior experience in retail or similar customer-focused experience (e.g., hospitality, dining, fundraising, community service).

Preferred Qualifications:

- Undergraduate degree in business, marketing, economics, social sciences, or related preferred.
- Outstanding and articulate communicator and influencer with a passion for inspiring others to be part of something that positively impacts lives across the globe.
- International travel experience in developing countries.
- Multi-channel marketing experience including social media and google adwords
- Proven experience in motivating and leading a tight-knit team towards common goals.

Special Demands:

- Position may require occasional heaving lifting: moving boxes and staging equipment.
- Position may require occasional use of ladders and step stools.
- Position may require occasional regional and international travel.

About Bought Beautifully

Founded in 2014, Bought Beautifully is a Sheridan-based non-profit organization that transforms lives. We believe that by living generously we can change the world - providing a marketplace where others can use their purchasing power to create transformational opportunities that dramatically benefit our brothers and sisters around the globe.

If you are interested in being considered for this position please send your resume and a cover letter to heythere@boughtbeautifully.org by June 30, 2022. This position is open until filled.