



Daybreak Star Indian Cultural Center
Post Office Box 99100, Seattle, WA 98139
Phone: (206) 285-4425 Fax: (206) 282-3640

JOB ANNOUNCEMENT

JOB TITLE: Revenue Director **DEPARTMENT:** Revenue Division
REPORTS TO: Executive Director **STATUS:** Full Time, Exempt
LOCATION: Sacred Circle Gift/Gallery locations **GRADE:** \$75,000

The United Indians of All Tribes Foundation (UIATF) is a non-profit organization working to provide vital social, cultural, and educational services to Seattle's American Indian/Alaska Native community as well as all communities in need.

JOB SUMMARY:

The Revenue Director is responsible for the management of all revenue generating efforts of UIATF. Working with the Executive Director, they oversee event space rentals at the Daybreak Star Center and it's Sacred Circle Gift Shop and Gallery. Additionally they oversee the satellite stores in Ballard and the SeaTac Airport. The Revenue Director coordinates communication regarding the Revenue Divisions' sales and campaigns with the staff of all UIATF's service programs. Finally they collaborate with the leadership team on expectations and goals for each year.

ESSENTIAL DUTIES AND REPONSIBILTIES:

- Operational oversight of three store locations, including Ballard, SeaTac Airport and the Daybreak Star Center in Magnolia
 - Each store location is distinct, please see the following summary:
<https://unitedindians.org/arts-culture/seatac-sacred-circle-gallery-gift-shop/>
- Tracking all sales, expenses, utilities and labor costs for the retail locations
- Monitoring and ordering inventory, and ensuring proper delivery and safe storage
- Following retail trends, and networking with regional suppliers and artists, focusing on authentic and respectful indigenous products
- Recruiting, interviewing, hiring, and disciplining staff
- Creating employee schedules, assigning schedules and responsibilities to employees, checking to see if these responsibilities and assignments are carried through
- Training new employees and providing ongoing education for employees
- Evaluating staff based on performance-based metrics
- Developing a high performance team and continuously fostering a culture of strong performance by providing consistent and timely feedback
- Setting criteria for staff, such as sales performance and customer approval or complaints
- Giving staff financial goals and sales targets to meet on a scheduled basis

- Managing the stores' inventory, including loss prevention through theft and breakage
- Helping to create advertising campaigns for attracting new customers and retaining current customers and helping to create both in and outside store promotions
- Communicates and ensures compliance with UIATF policies, labor laws and safety expectations
- Oversees scheduling and preparation of property rentals, including finalizing negotiated contracts, internal communication, oversight of setup arrangements and delegating responsibilities to other involved departments
- Regularly generates status reports and recommendation for presentation to the Executive Director and Board of Directors

QUALIFICATIONS:

- Bachelor's Degree and 5 years of related experience in business administration and sales management
- Thorough knowledge of financial, budgetary, accounting and computational practices in a retail environment
- Demonstrated supervisory and organizational skills
- Excellent interpersonal and communication skills
- Excellent oral and written communication skills
- Proficient in all Microsoft Office applications; experienced with Point of Sale systems
- Must pass a background check
- Able to work shifting schedules involving occasional evenings and weekends, and has a valid driver's license and vehicle for travel between UIATF properties
- Must have completed and up to date COVID vaccination or acceptable exemption

PHYSICAL DEMANDS

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to reach or handle objects, tools or controls; climb stairs; balance; stoop, kneel, crouch; talk and hear. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception.

WORK ENVIRONMENT

While performing the duties of this job, the employee is not exposed to weather conditions other than during travel between locations; most tasks will be in an office and store setting. Will require travel to other UIATF locations during a work day. The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's

assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

<p>OPENING DATE: xx CLOSING DATE: Until Filled</p> <p><i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i></p>	<p>APPLICATIONS FOR EMPLOYMENT can be obtained at www.unitedindians.org/about/jobs , please submit with a resume and cover letter to jobs@unitedindians.org .</p> <p>Please contact HR for questions : #206-475-1353, msalanga@unitedindians.org</p>
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