



## **Job Posting: Senior Manager of eCommerce**

The United States Capitol Historical Society (USCHS) is searching for an energetic creative, and experienced candidate to lead its merchandising department. The successful applicant will serve as a member of the USCHS Senior Leadership Team and report directly to the CEO. The Senior Manager of eCommerce plays a pivotal role in driving the online sales and operations of our established retail business. The primary responsibility is to ensure that the merchandise program generates substantial income for the Society's work.

Duties include creating and implementing sales plans for internet, catalog, and wholesale operations. Responsibilities also include supervising staff, leading all administrative and financial recordkeeping of the department, managing inventory of existing products, and acquiring new products as needed.

This position offers the unique opportunity to drive the strategic vision and develop key eCommerce initiatives while leading a supportive team.

### Necessary Qualifications:

- Thorough attention to detail
- Proficiency in Excel, with the ability to create informative data presentations
- Experience using – or the clear ability to learn to use – the cloud-based retail operating system Brightpearl, including its features, capabilities, and customization options
- Strong understanding of inventory management principles
- Experience using content management systems and eCommerce platforms
- Strong understanding of eCommerce principles, industry trends, and best practices, such as conversion rate optimization and mobile commerce
- Understanding of digital marketing principles
- Excellent leadership skills, with the ability to supervise, inspire, and motivate a team
- Excellent written and oral communication and collaboration skills

The ideal candidate understands something about how congress works and is interested in Capitol and congressional history. Flexibility and a collegial demeanor are appreciated.

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### Compensation:

- \$50-60,000 annual salary depending on experience
- We offer a competitive benefits package including employer-paid health insurance, paid vacation and sick leave, opportunities for professional development, and more.

### To Apply:

- Send a cover letter and resume to Samuel Holliday by email at [SHolliday@uschs.org](mailto:SHolliday@uschs.org) with "Application for Senior Manager of eCommerce" as the subject line.
- Applications are due by Noon EDT on 6/12/2024.

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For more than 60 years, the U.S. Capitol Historical Society has proudly worked to preserve and share the history of the Capitol, the Congress, and the people who work therein. As a nonpartisan, educational 501(c)3 nonprofit organization, the Society was chartered by Congress in 1978 in part "to foster and increase an informed patriotism." In service of this mission, the Society conducts historical tours of the Capitol Building, hosts both virtual and in-person public history programming on various aspects of Capitol History, coordinates an open-access civics education hub which includes historical plays with lesson plans, manages a renowned civics education field trip program for DC schools, and commissions works of fine art for the Capitol collections. Learn more at [capitolhistory.org](http://capitolhistory.org).