



Title: Sales and Services Manager

Employer/Location:

Historic St. Luke's Restoration, doing business as St. Luke's Historic Church & Museum, in Smithfield, Virginia. HSLR interprets the early American pursuits of religious freedom and separation of church and state as imbued in the 1st Amendment of U.S. Constitution. HSLR stewards and exhibits the church building, local artifacts, and stories that are important in explaining the Site's place in U.S. history. HSLR is a private, 501(c)(3) non-profit education and cultural history institution and does not receive any federal, state, or municipal funding.

Purpose:

To develop and grow the revenue areas of cemetery sales and management, private event rentals, and gift shop retail sales into highly profitable ventures while supporting the core mission of St. Luke's as a non-profit education and historic preservation based organization. Net revenues benefit the non-profit through budget relief.

Summary:

The Sales and Services Manager facilitates cemetery sales and management, manages the sale and execution of private event rentals, and coordinates the gift shop sales and inventory management processes. This position is part of the full-time staff, is supervised by the Executive Director and provides cooperative back-up as the manager on duty on select weekends.

Qualifications:

- 1) Minimum education of a bachelor's degree in business, business management, eCommerce, marketing, or similar degree with a focus on sales management and communications.
- 2) Positive track record as acquired through internships or work experience where revenue generation was a requirement. Please provide examples/documentation of success.
- 3) Retail Sales Management, Cemetery Sales Management, and/or Event Planning/Conference Sales experiences are all preferred.
- 4) Must have own transportation and manage a flexible schedule to accommodate business demands for outside sales calls, private event rentals and to support education department events.
- 5) Must possess and demonstrate computer literacy and familiarity with eCommerce platforms and database systems for business management.

Compensation: \$40,500 per year and is eligible for an incentive plan.

This position is full-time, salaried, non-exempt with 11 days of paid time off per year and 12 paid holidays. HSLR observes a 90-day probationary period upon appointment. Office hours are Monday through Friday 8:30am – 5:00pm. Exceptions must be made and schedule adjusted based on business demands such as weekend special events and private event rentals.

Selection Process:

No phone calls accepted. Please submit all interest letters, resumes, and three professional references directly via email to Todd Ballance, Executive Director, at tballance@stlukesmuseum.org with subject of "Sales and Services Manager Position."