



POSITION DESCRIPTION:

Retail Buyer

Friends of the High Line (FHL) is the NYC Department of Parks & Recreation's non-profit partner working to ensure the park on the High Line is maintained as an extraordinary public place for all New Yorkers and visitors to enjoy. In addition to overseeing the maintenance, operations, and public programming for the High Line, Friends of the High Line raises nearly all of the High Line's annual operating budget and is currently working to raise the essential private funding to help complete the High Line's construction and create an endowment for its future operations. High Line Retail generates operating funds that are critical for maintaining and operating the High Line.

Job Description

The High Line Retail program is an area of strategic growth for Friends of the High Line. The retail program currently includes kiosks on the High Line, an e-commerce site, and a number of wholesale accounts. Friends of the High Line is recruiting the team who will lead the program's growth, while advancing the High Line's mission and values. Proceeds from the retail program support the maintenance and operations of the High Line.

The Retail Buyer will play a key role in shaping the growth of this program. Partnering with Retail Manager and reporting to the Director of Food & Revenue, the Retail Buyer will guide and develop a strong point of view for FHL's product strategy and positioning, establish and implement a production and development calendar, plan and order products against that calendar, ensure product inventory is well-maintained and refreshed, and oversee the growth of our e-commerce site in partnership with a web producer.

Primary Responsibilities

Product and Content

- Help shape and define High Line product strategy and categories, select and purchase product assortments that are in line with that strategy
- Lead merchandise reviews to determine product and color palette
- Establish, communicate, manage, and implement the production and development calendar
- Consistently review and report on current business trends to department Director
- Provide market/competitor analysis to department Director
- Communicate all product content information for in-store, e-commerce, and signage to appropriate teams
- Oversee presentation for High Line Retail carts as needed

Financial Planning

- Order and manage inventory for wholesale and retail programs
- Own and manage sales plan, budget, and Open to Buy, collaborating closely with the Retail Manager and the with Finance Department to maintain all data reports
- Prepare, analyze, and react to selling recaps, and provide insights and action items based on that information

- Lead planning, execution, and in-season business analysis and action plan
- Determine pricing and profit strategies
- Review new receipts against business trends to maximize sales and stock
- Conduct financial analysis and take proactive steps to increase profitability

People

- Support Retail Manager and sales team through consistent communication and product updates
- Establish and run product training to Manager, Sales Associates, and team
- Communicate adjustments to agreed upon strategies to all relevant partners
- Oversee interns
- Cultivate a culture of extraordinary performance

E-commerce

- Oversee the e-commerce site, including special projects, development, and implementation and creation of promotional calendar, marketing strategies, inventory, and order fulfillment
- Establish and guide the web producer role

Qualifications

- Position requires 4 - 6 years of retail buying experience, with e-commerce and marketing experience a plus
- Proficiency in Lightspeed, Word, Excel
- Strong organizational, analytical, and prioritization skills
- Experience in and natural ability to set standards, protocols, and operating procedures
- Thrive in a fast-paced, often-changing environment.
- Excellent communication skills with an ability to work effectively with internal and external resources
- Must be a team player and High Line advocate
- Excellent oral and written communication skills
- BS Degree preferred

To Apply

Please submit your cover letter, resume, and salary requirements to jobs@thehighline.org. Only those whose applications are being considered will be contacted.

Friends of the High Line is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.