

# Executive Manager

## Position Description

### About Barsema's Closet

Barsema's Closet is a non-profit organization that operates under Northern Illinois University. We provide NIU students with affordable business clothing that they need in order to help advance their professional development. Located in room 307 of Barsema Hall, the store provides easy access to the clothing that they can pick up on a set schedule set by the current team. Barsema's Closet operates on a donation based business plan. Donations include clothing, supplies, monetary, or time donations and frequently come from alumni and students but also come from faculty, staff, parents of students, and community members. We exist based on our mission: *To support students by providing them with affordable and easily accessible business clothing that they need to succeed through their professional development.*

### Description of Position

The main task of the executive manager is to manage Barsema's Closet to ensure that the operations are running smoothly. They work closely with the rest of the management team, faculty advisors, and alumni advisors. It is their responsibility to keep the whole team on track with the goals and mission of Barsema's Closet through the delegation of tasks. They also will be the main point of contact for donors, faculty, and customers who have questions about the store.

### Responsibilities

- Set quantitative/qualitative goals for team members
- Run weekly meetings
- Send out meeting notes and important information
- Oversee the management team to ensure members are upholding the mission of Barsema's Closet and meeting the monthly objectives
- Collaborate with faculty, staff, business partners, and alumni to develop strategic innovations
- Answer emails directed to the Barsema's Closet email account
- Meet with the faculty advisor frequently to ensure success of the store
- Update the alumni advisors on the status of the store

### Qualifications

- Preferred Major or Minor: Management
- Strong writing and communication skills
- Good email etiquette
- Leadership experience
- Exceptional organizational skills and high attention to detail

- Passionate about supporting other students and their professional development
- Preferred but not required: Interest in non-profit or retail management
- Completed or currently enrolled in the business core courses

## Time Commitment

This position will require an approximate time commitment of 10 hrs/week but shall not exceed 20 hrs/week.