

Λ K Ω Vice President of Merchandising Position Summary

The Vice President of Merchandising of Lambda Kappa Omega Sorority, Inc. serves as the national leader responsible for sorority merchandise, branded products, apparel requests, promotional items, and merchandising operations throughout the organization. This role oversees the development, organization, approval, and tracking of sorority merchandise while ensuring all products and promotional materials align with the sorority's branding, mission, standards, and vendor procedures.

The Vice President of Merchandising works closely with chapters, committees, conference teams, communications, and national leadership to create merchandise that supports organizational branding, fundraising efforts, member engagement, and sorority events. This position requires strong creativity, organization, communication, project management, and attention to detail, along with the ability to manage requests, product launches, and merchandising timelines effectively.

Responsibilities

- Oversee all national merchandising operations, product development, and apparel initiatives
- Manage sorority-branded merchandise, promotional products, and subscription box programs
- Develop and launch new merchandise and products for the sorority website and organizational events
- Track and approve merchandise and shirt requests for chapters, committees, and events
- Ensure all merchandise follows sorority branding guidelines, policies, and approved protocols
- Work collaboratively with national leadership, conference committees, and vendors regarding merchandise needs
- Maintain organization of merchandising requests, approvals, product records, and inventory tracking
- Assist with fundraising merchandise initiatives and promotional campaigns
- Coordinate subscription box planning, product selection, and distribution efforts
- Support chapters with merchandising guidance, event apparel requests, and branding consistency

- Create promotional materials and assist with marketing merchandise launches
- Monitor merchandise timelines, orders, and product availability
- Conduct merchandising-related open calls, trainings, In-Service sessions, and educational initiatives
- Create “Did You Know” educational materials related to branding, merchandise, or organizational procedures
- Prepare quarterly and annual reports regarding merchandising operations and organizational goals
- Promote professionalism, creativity, organization, and positive representation throughout all merchandising efforts

Experience & Qualifications Needed

- Previous leadership experience within a sorority, merchandising office, marketing team, committee, nonprofit, or organization preferred
- Strong organizational, communication, and project-management skills
- Experience with merchandising, branding, apparel creation, product management, or promotional campaigns preferred
- Creativity and ability to develop engaging merchandise concepts and organizational products
- Ability to manage multiple projects, deadlines, and merchandise requests effectively
- Strong attention to detail and ability to maintain branding consistency
- Experience working with vendors, product ordering, or inventory management preferred
- Ability to work collaboratively with chapters, committees, and national leadership
- Strong problem-solving, leadership, and customer-service abilities
- Ability to maintain professionalism, confidentiality, and organizational standards
- Understanding of organizational branding, policies, and operational procedures
- Commitment to sisterhood, creativity, leadership, and organizational growth

Preferred Leadership Traits

- Creativity and innovation
- Strong organizational skills
- Professionalism and accountability
- Leadership and communication abilities
- Resourcefulness and adaptability
- Attention to detail
- Ability to multitask and meet deadlines
- Commitment to branding excellence and organizational success