



## JOB POSTING

The ReStore Manager is responsible for generating revenue, meeting budgets and maintaining profitability in support of local affiliate operations, through the acquisition, management, and marketing of ReStore products. This position will create a positive visibility and reputation in the local community while demonstrating the mission and scope of Habitat for Humanity. Management, including: consistent, safe and positive development of Associates and assets in order to provide a high-quality Donor to customer experience.

### **Responsibilities:**

#### **Operational**

- Drive donations, sales and profits of the ReStore to further the Habitat for Humanity mission.
- Demonstrate and train staff in outstanding service to customers, donors, volunteers and others.
- Establish and maintain relationships with potential and existing donors, including individuals, businesses, community and church groups to increase quality and quantity of merchandise donations.
- Ensure ReStore is adequately staffed and operated by Associates with knowledge, skills, abilities and leadership to accomplish assigned tasks.
- Ensure all associates understand and can effectively communicate the Habitat missions to members of the public.
- Effectively manage Habitat ReStore assets to ensure safety of employees, volunteers, customers and others, ensuring that licenses and other required information are maintained properly for government bodies and others as appropriate.

#### **Staff & Volunteer Management**

- Hire, train and manage ReStore Associates in accordance with relevant Human Resources and safety policies and take steps to ensure staff is well versed so that all policies and practices are understood and adhered to.
- Evaluate, recognize and reward staff performance. Work with Human Resources Manager when required, to address violations of policy including safety, poor job performance or misconduct in a timely and appropriate manner. Properly document incidents and develop corrective actions. Resolve situations involving volunteers in consultation with the volunteer coordinator and the VP ReStore when required.
- Complete individual evaluations of all employees semi-annually.

#### **Finance and Administration**

- Implement and monitor systems for daily cash transactions and deposits.
- Approve employee recording of time worked.

- Approve, ensure accurate coding and submit payable invoices on a timely basis. Ensure expenditures are held within acceptable limits.
- Work in conjunction with the VP Restore to develop annual operating budgets and recommend capital expenditures.

### **Reporting and Communications**

- Provide reports of designated activities including but not limited to: sales, expenses, outreach activities and other areas of interest to VP Restore.
- Information, work and safety practices are reinforced with Associates and others who will be in the facility and property.
- Keep VP Restore informed appropriately and timely of operational and financial matters.

### **Required Skills and Experience**

- Solid application of interpersonal and communications skills, internally and externally, with groups and individuals.
- Demonstrated ability in training, managing, leading and developing Associates in a consistent, positive and safety conscious manner.
- Basic computer skills, including spreadsheets, word processing, presentations and email.
- A history of successfully adapting to rapidly changing conditions with unexpected shifts in priorities.
- Knowledge and experience include: retail sales, marketing, thrift, merchandising, and volunteer and staff management is strongly preferred.
- Strong computer proficiency including experience with MS Office Suite,
- Ethical leadership demonstrating consistent high standards of integrity and accountability.
- Excellent Leadership skills including: Associate selection, training, coaching and developing.
- Team Building through positive and effective communications and strong interpersonal skills.
- Innovation based on sound business acumen and consideration of a range of risk and reward factors.
- Initiative represented by “a sense of urgency” energy, enthusiasm, attention to detail and follow up.
- Adaptability . . . a quick, sound and positive decision maker in rapidly changing conditions; anticipating, addressing and solving problems.
- A relationship builder for cooperative, mutually beneficial and long-term relationships.
- Personal Presence, projecting a professional image in speech and demeanor in interactions with others in multiple venues and scenarios.

### **Physical Requirements:**

- Ability to adequately traverse a retail store; lifting /carrying minimum of 50 lbs. frequently; plus, bending, twisting, reaching or other similar activities as required
- Ability to use large ladders
- May be required to drive company vehicles, which include box trucks (CDL not required)
- Willingness to work weekends, overtime as required and holidays

***Habitat for Humanity of Lee & Hendy Counties is an equal opportunity employer.***