

## ReStore Manager – FT

### **Status**

Exempt

### **Salary range**

\$22,500+/- (Dependent on experience and qualifications)

### **Job summary**

The ReStore manager reports to the executive director and has primary accountability for the management and operation of the ReStore, Habitat's building material reuse outlet. This includes the development and implementation of a strategic business plan, marketing strategy, operating plan, and financial management and staffing.

### **Essential job functions**

#### *Business Strategy & Planning*

With input and assistance from board of directors and executive director, develops a comprehensive strategic business and marketing plan outlining steps for the future development and growth of the ReStore and, upon Board approval, implements the plans. Periodically reviews and updates plans.

#### *Financial Management*

Assists the finance team in developing an annual operations budget, authorizes expenditures, monitors cash flow and sales performance, and ensures updated and effective financial controls.

#### *Operations*

Manages the daily operation of the ReStore with assistance from a combination of paid and volunteer staff.

Hires, trains, schedules and evaluates staff performance while maintaining high standards of customer service.

Develops policy and procedures for the operation of the ReStore and implements sound pricing practices.

Stays current and in alignment with all policies, procedures, and relevant ReStore information from Habitat International.

#### *Inventory Procurement*

Cultivates an ongoing relationship with manufacturers, distributors, contractors, retail establishments, homeowners and others who have potential for donating materials suitable for resale.

Organizes and maintains accurate donor records.

#### *Marketing*

Markets the services and benefits of shopping at the ReStore to the general public.

Speaks to community based groups, fosters and maintains effective relationships with the media and develops advertising and promotional campaigns.

## *Reporting*

Works closely with the executive director, providing regular reports and updates as deemed necessary by the executive director.

Ensures that the executive director is aware of any actual or potential problems, concerns or difficulties and seeks guidance and assistance through available resources, both internally and externally, as necessary.

### **Required knowledge and skills**

A commitment to the mission and ministry of Habitat for Humanity in providing decent, affordable housing to low-income families.

Knowledge and experience in all phases of the development and operation of a retail store.

Thorough knowledge and experience in the development and implementation of a strategic business plan in partnership with other stakeholders, i.e. the executive director, board members, and staff.

Knowledge of retail software and accounting systems and experience establishing and maintaining thorough financial control policies and procedures.

Skill in communicating orally and in writing with individuals and groups of all sizes, in person as well as through electronic media.

Experience scheduling, mentoring, training, motivating and providing leadership and direction to both paid and volunteer staff.

Knowledge and ability to develop and implement sound marketing and sales programs, build relationships with donors, develop and live within realistic budgets, implement effective human resources and customer relation practices.

Ability to work effectively with individuals from diverse cultures and backgrounds.

Demonstrated analytic and problem solving skills.

Ability to work successfully in a team environment.

Capable of managing multiple tasks and thriving in a deadline-driven environment with frequently changing priorities.

A valid Indiana driver's license, clean driving record and the ability to be covered under the organization's general liability insurance.

### **Desired knowledge and skills**

Previous experience in a volunteer-based, 501(c)(3) organization.

Knowledge of construction building supplies and materials.

### **Education and experience**

A bachelor's degree and/or three to five years of recent, progressively responsible retail management experience, preferably in the home building material, hardware or related area, or an equivalent combination of relevant education

and/or experience.

**Environmental conditions and physical requirements**

Work is performed in a wide variety of settings and environmental conditions. Work involves manual labor in a variety of weather conditions. Computers, monitors and standard office equipment, as well as motorized equipment used in the acquisition and movement of heavy materials will also be used. Work involves sitting, standing, walking, bending and reaching. Work requires lifting and/or moving of objects of up to 50 lbs. or over.

**To apply**

Please send both an electronic cover letter and resume to Annette Houchin, Executive Director, at [ahouchin@wvh4h.org](mailto:ahouchin@wvh4h.org). This position will remain open until it is filled. Wabash Valley Habitat is an Equal Opportunity Employer.