

## Habitat for Humanity ReStore Manager

Wabash Valley Habitat for Humanity is seeking a manager for our ReStore in Terre Haute, Indiana. The ReStore accepts and re-sells donated building materials and home-related items to raise funds to support the Wabash Valley Habitat for Humanity's main mission which builds houses with low-income people in need of safe, affordable shelter. Habitat is a "hand up" not a "hand out."

The successful candidate will have

- 3–5 years of management and supervisory experience, ideally in a small retail business environment.
- Demonstrated skills in leading and influencing staff that will result in a positive experience for—and retention of—qualified, dedicated volunteers that will be critical to the ReStore's success.
- The ability to manage a retail operation including
  - Effective handling of cash and checks and understanding of financial statements.
  - Store and inventory management and presentation.
  - Effectively managing multiple priorities with minimal supervision.
  - Excellent communication skills, both oral and written.
  - Excellent computer skills, including e-mail & Microsoft Office programs.
  - Non profit retail and/or construction experience would be a bonus.

This position has the ultimate responsibility for the day-to-day operations of the ReStore, including

- Leading and directing day-to-day work.
- Supervising and training volunteers.
- Sourcing and managing the store inventory.
- Regulatory compliance.

Qualified applicants are invited to send a resume and cover letter with salary requirements to:

ReStore Manager  
Wabash Valley Habitat for Humanity  
2313 Tippecanoe Street  
Terre Haute, IN 47807

The deadline for submitting your resume for consideration is March 15, 2010