



## ReStore Manager Job Description

**Reports to:** Affiliate Executive Director

**Supervises:** ReStore staff, AmeriCorps, and volunteers

**Time Commitment:** Full-time, exempt, salary

**Mission:** Generate revenue, meet budgets and maintain profitability objectives in support of Central Delaware Habitat for Humanity mission through the acquisition, management, and marketing of ReStore products.

**Position Summary:** Oversees entire operation of ReStore. Implements and drives programs for donations. Provides sustained network development to expand the scope of Habitat ReStore activities and develop long-term, collaborative relationships with community based trade/business groups, churches, donors and others to secure donations and raise awareness of Central Delaware Habitat's mission in the community.

### PRIMARY DUTIES AND RESPONSIBILITIES

#### A. Planning and Organization

- Work with Executive Director to develop and maintain annual and monthly budget
- Plan and implement public relations store events.
- Track movement of building materials and re-stock retail areas as needed.
- Identify gaps/problems/concerns and bring to the attention of the Executive Director.

#### B. Manage Day-to-Day Activities Within the Store.

- Oversee and manage total operations of ReStore daily activities
- Prepare bi-weekly schedules and process time cards in a orderly manner
- Work with Volunteer Coordinator to recruit for volunteers.
- Track and record daily and monthly sales.
- Oversee sales floor to maximize return on investment and proper inventory turnover.
- Work with other staff to maintain a smooth-running operation and resolve conflicts.
- Monitor equipment and arrange for maintenance and repairs.
- Maintain smooth flow of people, donations, vehicles and time.
- Orient staff and volunteers to the mission of Habitat and the Restore's role and responsibility.
- Ensure adequate training is provided to staff and volunteers.

- Spend weekly time on the sales floor.

### **C. Maintain Records**

- Post expenditures and receipts on a monthly basis.
- Ensure daily banking deposits are accurate and timely
- Maintain security and ensure sufficient cash is on hand to make change.
- Receive in and document purchased products. Maintain accurate monthly tracking of all inventoried and purchased product items
- Oversee regular submissions on social media contacts and ensure they are maintained
- Convert sales information to tonnage saved from landfills (i.e., waste diversion information).
- Record the price of materials used by Habitat to ensure credit for ReStore.

### **D. Fund Raising and Fostering Support with Partners in the Community.**

- Develop strategies for soliciting contributions and winning support of potential suppliers and donors.
- Draft grant applications as opportunities arise.
- Identify additional opportunities for fund raising and coordinate with Executive Director's fund raising plan.
- Draft brochures and other materials describing the advantages of ReStore contributions.
- Present the program with potential material donors.

### **E. Develop and Implement Policies and Procedures**

- Identify policies that need to be drafted and recommend modifications to existing policies.
- Develop and maintain policies and procedures relating to the daily operation of the ReStore.

### **F. Marketing and Community Relations**

- Market the ReStore through the media in an appropriate and cost-conscious manner, for example social media, craigslist, Ebay, website.
- Represent program through personal contacts and public speaking engagements.
- Network with other Habitat ReStores and actively participate in Mid-Atlantic ReStore Association.

### **G. Other duties as assigned.**

## **REQUIREMENTS**

This individual must understand and appreciate the mission of Habitat for Humanity. Qualified candidates must possess strong written and verbal communication skills. Must possess strong problem-solving skills, the ability to work in a fast-paced team environment, and the ability to multi-task. This individual must be detail-oriented and able to work independently. Must be able to deal with all kinds of individuals and remain consistent in keeping a professional demeanor. Involvement in Kent County a plus. Ability to utilize Microsoft Office is a must.

## **PHYSICAL DEMANDS**

Required to lift up to 50 pounds on a regular basis and will experience frequent bending, squatting, lifting and repetitive motion. This position will occasionally be exposed to extremes in weather (e.g., heat, cold, wind, rain, etc.).

## **EXPERIENCE**

A minimum of 3 years of related experience required. Must have demonstrated independent responsibility for program management and accomplishing results. Experience supervising staff required.

## **EDUCATION**

BA or BS preferred; equivalent work experience will be considered.

## **CERTIFICATES, LICENSES AND REGISTRATIONS**

Drivers License required, Fork Lift Operators License a plus

## **TO APPLY**

Please send cover letter, resume, and salary requirements to Jocelyn Tice at [info@centraldelawarehabitat.org](mailto:info@centraldelawarehabitat.org) or mail to CDHFH, 544 Webbs Lane, Dover, DE 19904.

Central Delaware Habitat for Humanity is an equal opportunity employer.