

Habitat for Humanity Metro Maryland, Inc.

Job Description

ReStore Manager

Position: ReStore Manager

Reports to: Director of Restore Operations

Supervises: ReStore Staff and Volunteers

Date: 01/28/2021

Department: ReStore

Exempt: Salaried

Basic Function:

The ReStore Manager exercises discretion and independent judgment with respect to matters of significance to the management and operation of the HFHMM ReStore, including marketing and communications and the acquisition and sale of used and new products for resale in the ReStore. The scope of responsibilities includes product acquisition, marketing and promotion of the ReStore in the community, and supervision of staff and volunteers, in a Retail store environment.

Key Responsibilities

Marketing & Communications:

- Develop and implement advertising and public relations campaigns
- Formulate and implement an aggressive and on-going marketing plan for the procurement of materials for resale

Product Acquisition:

- Determine the market demand for specific used and new products
- Serve as the liaison with suppliers of used and new products for resale
- Ensure that all materials donated are of resale quality

Sales:

- Promote the ReStore in the community, achieve retail sales budget
- Adhere to the policies and procedures for pricing

Administration:

- Select, orient, train and supervise all paid staff and volunteers
- Ensure adherence to established safety and security practices and procedures
- Provide the ReStore Director with regular updates on marketing contacts and activities
- Provide the ReStore Director with weekly call reports
- Adhere to the annual ReStore budget
- Evaluate and implement strategies to achieve the annual ReStore budget
- Assure compliance with a customer service program that reflects positively on the ReStore and HFHMM
- Serve as the staff leader and liaison to the ReStore Committee and consult with members as needed
- Supervise the operation of the cash register and compilation of closing reports
- Conduct annual performance reviews of direct reports

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Finance:

- Comply with all financial reporting practices
- Reconcile daily sales and the daily close out of all financial transactions

Qualifications:

- Minimum of three years of experience in retail management
- Strong merchandising and retail sales experience
- Ability to lift 50 lbs
- Exceptional verbal communications and writing skills
- Leadership capabilities and dynamic interpersonal skills
- Proficient in Microsoft Excel, Outlook, and Internet
- Strong organizational skills
- Ability to multi-task and work independently