

## **Job Description: ReStore Manager**

## **Reports To: Executive Director**

## **Location: Marathon, Florida, USA**

## **Primary Role:** The ReStore Manager is responsible for the startup and day to day operations of a new ReStore scheduled to open November 1, 2023 in Marathon, Florida. The ReStore is a retail business that sells donated building materials, furniture, appliances and other such items deemed necessary for our community. These items are sold at discounted prices to generate revenue to support Habitat for Humanity of the Middle Keys’ mission to build homes, community and hope. The ReStore Manager is responsible for the overall business performance of the ReStore with priority responsibilities on the acquisition, marketing and sale of quality donated items to achieve sales targets; the planning and execution of an effective and efficient receiving process; and HR duties such as hiring, training and supervising staff and volunteers.

**Primary Responsibilities:**

* Promote donations, drive sales and profits of the ReStore to provide sustainable funding to support the mission of Habitat for Humanity of the Middle Keys.
* Implement strategies to achieve the goals and objectives identified in the affiliate’s ReStore Business Plan.
* Work with affiliate staff to develop marketing and advertising programs to build store’s visibility in the community.
* Establish and maintain relationships with potential and existing donors, including contractors, suppliers, individuals, businesses, community and church groups to increase quality and quantity of merchandise donations.
* Establish, implement and review policies and procedures for the safe, secure and high quality performance of all aspects of ReStore activities and the ReStore building itself.
* Oversee the effective merchandising of the floor, maximizing available display space and use inventory control and pricing to ensure appropriate turnover of merchandise.
* Oversee scheduling of all store activities including staff schedules, volunteer schedules, and other special events.
* Develop relationships with the Habitat network to identify “best practices” and programs for the ReStore.
* Attend and participate in ReStore related training opportunities.
* Hire and train ReStore staff; establishing performance goals, monitor and perform formal yearly reports.
* Guide and assist staff and volunteers in their work and cross train all.
* Ensure compliance with all required financial reporting; reconciliation of daily sales and close outs as well as all required written monthly reports.
* Coordinate with the Executive Director to ensure all staff and volunteers are all thriving in the culture of Habitat Middle Keys – to have fun and get things done.

**Qualifications:**

* Dedication and ability to promote the mission and core values of Habitat Middle Keys.
* Ability to plan and manage in a fast-paced environment while keeping a smile on your face and the ability to thrive in an environment that needs all of us to adapt quickly to the ever changing parts of our days.
* Demonstrated attention to detail, quality control, leadership and financial skills.
* Strong interpersonal skills and experience dealing with varieties of people, personalities and backgrounds.
* Excellent written and verbal communication skills and public relations skills.
* Physical ability to perform tasks, including lifting up to 75 pounds and standing for long periods of time.

**Recommended Education and/or Experience:**

* Bachelor’s degree in related field or related professional experience.
* Experience in supervising and leading employees and volunteers, directing successful teams and meeting daily and weekly objectives.
* Experience in a retail environment, ReStore preferred.
* Experience in training, managing, leading and developing people.
* Working knowledge in Microsoft Office, including Word, Excel and email.
* Working knowledge of POS systems, reporting and operations.
* Background check required.

**Employment Status: Full Time salaried at 40 hours + per week, including weekends**

**Salary: Competitive Pay. Compensation is dependent on experience.**

To be considered for this position, please submit a resume to execdirector@habitatmiddlekeys.org

Habitat for Humanity is an Equal Opportunity Employer and Drug Free Workplace. 

Habitat for Humanity of Middle Keys is an affiliate of Habitat for Humanity International, an ecumenical Christian organization that excels at attracting people of all faiths and the secular community to work together to build and repair quality, affordable homes. Habitat for Humanity of Middle Keys is continually adapting to meet the need for more affordable housing in the Middle Keys.