

ReStore Manager

Merrimack Valley Habitat for Humanity, Lawrence MA

Position Summary:

Merrimack Valley HFH of Lawrence, MA is now accepting applications for the position of ReStore manager.

The MVHH ReStore is a division of the Merrimack Valley Habitat for Humanity. The primary purpose of the ReStore is to generate revenue that will support the Habitat affiliate through the sale of donated building materials and home improvement items. This will create self-sustaining income streams to help support operating costs and to permanently increase the affiliate's building capacity. Through these efforts, the store also facilitates recycling, minimizes landfill waste, provides low-cost home improvement items and increases Habitat for Humanity's visibility in the region.

The ReStore Manager is responsible for all aspects of the ReStore program and for growing the ReStore through overall management of the store's day-to-day operations and active marketing and promotion of the store for material donations and affordable purchases.

This position is a FT, salaried position. The ReStore Manager works closely with paid staff, volunteers, and homeowners. The position reports to the Executive Director.

Primary duties and responsibilities:

Operations

- Manage daily operations of the store, including financial management, inventory management, pricing, human resource management and other areas.
- Schedule and supervise staff, coordinate trainings and conduct performance reviews.
- Supervise maintenance of facility and equipment.
- Assist in development of policies and procedures and implement the same
- Track movement of building materials and other inventory
- Establish and maintain up to date filing system and proper record retention
- Establish and implement donor tracking and recognition program
- Monitor and maintain systems for daily cash transactions and deposits
- Prepare annual budget for the Habitat ReStore, manage store financials.
- Provide accurate accounting records of revenues and expenses
- Provide monthly report of sales activities, expense, projects and public relations activities
- Ensure monthly expenditures are within budget
- Ensure compliance with safety standards and accident procedures
- Ensure quality customer service is provided

Staff and Volunteer Management

- Facilitate a positive, team-oriented environment in which all staff and volunteers are given the opportunity to achieve their full potential
- Work with MVHH to keep job descriptions updated and to maintain necessary staff levels
- Work with MVHH to ensure all policy is communicated on a regular basis and store is in compliance
- Ensure staff and volunteers are educated regarding policies and well-versed about Habitat's program and local activities.
- Work with MVHH staff to recruit, train, retain and recognize store volunteers

Sales and Marketing

- Assists in development of marketing and advertising strategy for store which is integrated with the overall MVHH marketing and advertising strategy
- Develop and strengthen relationships with business and neighborhood associations to broaden ReStore awareness
- Develop and strengthen relationships with existing and potential donors to increase quality and quantity of donations
- Monitor competitive merchandise market environment (pricing and practices)
- Actively network with outside resources, including Habitat for Humanity, Incl, ReStore Managers and other thrift store managers

Requirements

- Must understand and appreciate the mission of HFH.
- Excellent written and verbal communication skills.
- An understanding of building materials and supplies and/or home improvement preferred
- Minimum three years in retail management and customer relations
- Ability to develop and execute both daily and long term plans
- Ability to create and monitor budgets and financial forecasts
- Strong problem-solving skills, the ability to work in a fast-paced team environment and the ability to multi-task.
- Able to manage staff volunteers and create a rewarding experience for all ReStore employees and volunteers.
- Detail oriented and able to work independently
- Strong interpersonal skills.
- Good Microsoft Office and point of sale application skills.
- Ability to lift 50 pounds

Review of applications will begin immediately, and will continue until position is filled.

To apply:

Interested applicants should submit cover letter and resume, including three references to:

Larry Sharp, Executive Director
Merrimack Valley Habitat for Humanity
60 Island Street
Lawrence, MA 01840

Or e-mail the same, in Word format, to:

info@merrimackvalleyhabitat.org

Please, no phone calls