

HABITAT *for* HUMANITY SAINT LOUIS

Job Description: ReStore Manager
Internal Position Posting

Purpose: To further the mission of Habitat for Humanity Saint Louis through the management of a retail building materials facility.

Over-arching role: The ReStore needs a manager that can focus on, and be proficient at, the paperwork and process needs of the ReStore, including schedules, policies and procedures, marketing, finance, personnel matters, grant application and grant management, and coordination of customer and donor data and information.

Duties and Responsibilities:

- a. Maintain in reasonable order the Habitat for Humanity St. Louis facility known as the ReStore;
- b. Market the ReStore in a manner that increases facility awareness (including the correlation to HFHSL), customer traffic and results in consistent or increased sales;
- c. Solicit product to sell in the ReStore, maintaining regular and adequate inventory through item pick-up and drop-off to meet sales goals
- d. Provide donor documentation as determined necessary by the Internal Revenue Service for materials received;
- e. Maintain and manage accurate and appropriate records of incoming merchandise and ongoing sales;
- f. Prepare and monitor the ReStore annual budget;
- g. Manage ReStore staff including scheduling, job assignments and annual evaluations;
- h. Coordinate the volunteers used in the ReStore and provide the necessary training, guidance and supervision of volunteers;
- i. Coordinate and manage deconstruction of structures to salvage materials to be sold in the ReStore;
- j. Physically participate in activities necessary to the operation of the ReStore, including moving materials, loading and unloading materials, and assembling or disassembling materials;
- k. Provide consistent reporting, both written and verbal, to the Director of Operations regarding operational successes, challenges and opportunities;
- l. Attend outside meetings, ceremonies, etc. and represent the ReStore, and Habitat for Humanity St. Louis as a whole.
- m. Other duties as assigned.

General Requirements:

- a. Have an outgoing, friendly personality;

- b. Be able to deal with, and work well with a diverse population including volunteers, customers, donors and staff;
- c. Be committed to the mission of Habitat for Humanity St. Louis;
- d. Experience in non-profit management or fundraising is desirable, but not essential.
- e. Candidates for this position must understand the role the ReStore should play not only as its own operation, but as part of the mission and resources of Habitat for Humanity St. Louis.
- f. Attention to detail and ability to create and adhere to procedures are of utmost importance. Must be meticulous, be proficient at “paperwork”, and have ability to problem-solve.
- g. Must be organized and have good communication skills.
- h. Must have experience with Microsoft Word, Excel, Outlook, Quickbooks and be generally familiar with, and experienced with, computer and internet programs and capabilities.
- i. Must have at least a college degree, or equivalent work/professional experience.
- j. Must have prior personnel management and/or supervisory experience.

Specific Physical Requirements:

- a. Be able to engage in physical activity necessary to the operation and maintenance of the ReStore including, but not limited to: (1) lifting and moving materials ranging from small fixtures to large appliances or cabinets, (2) loading and unloading trucks or other vehicles, (3) using hand tools to disassemble or assemble materials or equipment.

Schedule: To be determined. Possibly Sunday through Saturday. Possibly Tuesday through Sunday. Some days may require a schedule of 9:45 a.m. to 6:15 p.m. Other occasional evening or additional hours may be required.

Responsible to: Director of Operations and the ReStore General Manager

Salary and benefits: Commensurate with similar positions in other non-profit organizations. Benefits include health and dental insurance paid for the employee, with dependent coverage available at employee’s cost (all after applicable wait period). 401K retirement plan, with company match, and paid vacation and personal leave after introductory period.