

Position: ReStore Manager
Reports To: Executive Director
Employment Status: Full-time salaried position
Estimated Time Commitment: 40 hours / week, including Saturdays and evening hours
Annual Salary Range: \$39,400 - \$59,400, depending on experience
Date of Job Description: August 1, 2024

Position Purpose:

This position operates with guidance, policies, and objectives set forth by the Affiliate board of directors and with assistance from the ReStore Committee. The Habitat ReStore exists to generate revenue through the sale of donated, reclaimed, or purchased building materials, appliances, furniture, and tools to support the activities of Dubuque and Jackson Counties Habitat for Humanity (DJCHFH), a non-profit corporation. The position reports to the Executive Director.

Position Summary:

The Manager of the ReStore is responsible for management of retail operations for the store operated by the Dubuque and Jackson Counties Habitat for Humanity. The Manager serves as the staff liaison to the ReStore Committee. The ReStore manager collaborates with the Executive Director in strategic decision making and operations to fulfill the Affiliate's strategic plan and vision.

Essential responsibilities of the ReStore manager include general operations including safety, budget, hiring and supervising staff and volunteers ready to promote sustainable growth within the organization.

Habitat for Humanity Mission and Vision:

Dubuque and Jackson Counties Habitat for Humanity is a locally run Affiliate of Habitat for Humanity International (HFHI). The mission and vision of HFHI guide the work performed by the organization.

Mission

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities, and hope.

Vision

A world where everyone has a decent place to live.

Responsibilities

- Responsible for managing ReStore to provide sustainable funding, promote donations, and drive sales to support Dubuque and Jackson Counties Habitat for Humanity's mission.
- Implement strategies to achieve goals and objectives identified in the ReStore business plan.
- Coordinate marketing, outreach, and advertising with Affiliate to build store's visibility in the community.
- Hire, train, supervise, recognize, and monitor performance of paid and volunteer staff of the ReStore including the performance of annual performance reviews.
- Provide staff support to the ReStore Committee.

Operational

- Develop and maintain relationships with area ReStores to share resources, best practices, and strategies that benefit the Affiliate.
- Oversee paid time off requests and submit payroll.
- Maintain a climate which attracts, keeps, and motivates staff and volunteers.
- Maintain attendance records and paid time off requests.

Retail Management, Policy Compliance and Planning

- Serve as spokesperson for ReStore
- Develop simple performance indicators aligned with Affiliate's short and long-term goals.
- Establish sound working relationships and cooperative arrangements with volunteers, ReUse businesses, community groups and other organizations.
- Coordinate fundraising activities with the Affiliate Executive Director, including identifying, applying for, and coordinating grants.

Property Management

- Regularly inspect and monitor facilities, grounds, and working environment and ensure safe environment for employees and volunteers.
- Coordinate repairs or adjust policy/practice to ensure safe workplace.
- Coordinate move to larger facility, if and when appropriate.

Finance and Administration

- Maintain sound financial practices.
- Ensure and maintain compliance with all financial reporting, reconciling of daily sales, daily closing of all financial transactions, and timely deposits into accounts.
- Work with Executive Director to develop and maintain operation within the annual operating budget and recommend capital expenditures. Ensure ReStore operates within adopted budget.
- Work with Executive Director and Affiliate treasurer to ensure completion of audits and other financial events.
- Track sales data and adjust pricing and procurement strategies to meet customer demand.
- Submit accurate, coded, payable invoices on a timely basis to Affiliate Office Manager/Bookkeeper.

Reporting and Communication

- Ability to create clear, written, monthly reports for sales and activities.
- Lead and report information using multiple platforms, including in-person and virtual meetings.
- Ensure Executive Director is informed on a regular basis of progress and challenges.
- Seek and provide timely feedback to increase stability and performance.
- Ensure relevant information is transmitted to and applied in impacted groups.

Skills and Personal Characteristics

- An understanding of and commitment to the mission of Habitat for Humanity.
- Experience implementing diversity, equity and inclusion policies and practices.
- Experience in retail is preferred.
- Demonstrated ability to provide comprehensive training at start and throughout service for diverse employees and volunteers.
- Effective verbal, interpersonal, and written communication skills
- Experience developing and implementing marketing and networking plans.
- Excellent interpersonal and communication skills with a broad constituency.
- Experience recruiting, retaining, and supporting volunteers.



- A valid driver's license, reliable transportation and willingness to travel.
- An acceptable Criminal Background Check and Sex Offender Check.
- Proficiency with QuickBooks, Microsoft Office, general social media.
- At least five years of experience in nonprofit management, resource development, retail, or other relevant professional experience.

Dubuque and Jackson Counties Habitat for Humanity offers 3 weeks paid annual leave and health care stipend.

Dubuque and Jackson Counties Habitat for Humanity is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all positions in a manner that does not discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve/national guard status, or any other status or characteristic protected by law.

Interested candidates should email resume and cover letter to director@habitatdjc.org.