



JOB DESCRIPTION: ReStore Manager

Primary Role: The ReStore Manager is responsible for the day to day operations of the ReStore, located on S. Colony Rd in Wallingford. The ReStore is a busy retail business that sells donated furniture, household items, and construction materials in order to provide important financial support for Habitat home building in New Haven County. The ReStore is a part of Habitat for Humanity of Greater Haven. The administrative office and construction headquarters are located in New Haven and the ReStore is in Wallingford.

The current ReStore manager is retiring and our organization is looking for someone with the right combination of personality and skills to replace her. The ReStore is a successful small business, with a stable sales team, and experienced senior staff members who work with the manager in a team setting. We are looking for a leader who can engage with the staff, volunteers and customers in a professional and personable manner. The ReStore is a busy work environment that requires management by someone who can work on different projects simultaneously and can think creatively and strategically.

Core Responsibilities

1. Managing the ReStore staff and volunteers:

Provides training, creates schedules, supervises, and works alongside the ReStore's group of sales associates and volunteers.

2. Financial Administration:

Primary position responsible for complying with financial operational guidelines

Oversees opening and closing procedures

Assures that all staff are following guidelines

3. Working with Inventory:

Pricing donated items or supervising the pricing

Planning for the flow of donated items into the ReStore and managing the placement of items

Assuring that upholstered items are being treated in accordance with State of Connecticut regulations

4. Work with a team of staff members to accomplish the organization's goals:

A team of staff members: Director of Development, Donation Coordinator, Volunteer Coordinator, and ReStore Manager, work together to set goals, secure donations, staff the store with sales associates and volunteers, promote items for sale, and assure the successful running of the ReStore.



Qualifications: The ReStore is not a traditional retail establishment. The right candidate does not necessarily need retail management skills. Leadership qualities, a warm personality that will resonate with the team already in place as well as customers, maturity, a willingness to learn and adapt, and dedication to Habitat's mission and organizational goals, are the most essential qualities needed.

A grasp of current trends in home décor and knowledge of different types of styles of furnishings is helpful, although willingness to learn can be a substitute. Knowledge about social media and online selling platforms is a plus.

Compensation: Full time position, \$43,000-\$54,000 salary range, benefit package, generous paid flex time and holidays, flexible work week. Position is available until filled.

Interested in the position? Please send a resume and either a cover letter or a statement about yourself to Jennifer Rook, Director of Development & ReStore Operations.

jrook@habitatgnh.org

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