

Purpose: Seeking to put God's love into action, Habitat for Humanity of Grayson County (HfHGC) brings people together to build homes, community and hope. The ReStore Manager supports this mission through the generation of revenue by selling donated building materials, appliances, and furniture at discounted prices at our ReStore in Sherman, Texas. Ideal candidate is dedicated to and able to articulate the mission and core values of HfHGC. www.graysonhabitat.org.

Responsibilities

Operational

- Develop and maintain positive, ongoing relationships with material donors, customers, staff, volunteers, Habitat homeowners, community service organizations, local media, churches and the public.
- Promote and maintain efficient and effective daily operations and customer service procedures.
- Ensure proper maintenance of facility, equipment, vehicles, and inventory.
- Solicit donations from businesses, individuals, and trade associations.
- Pick up and receive donated materials, provide donation receipts, inspect, clean and price items.
- Ensure compliance with all financial reporting practices. Record, reconcile, close out and deposit financial transactions daily.
- Promote safety in all settings, ensure that any accidents are responded to and reported immediately.
- Oversee the effective merchandising of the sales floor, maximizing available display space and using inventory control and pricing to ensure appropriate turnover of merchandise.
- Track sales data to adjust sales and procurement strategies to meet customer demand.

Reporting and Communications

- Maintain up-to-date records of all transactions and donor contacts.
- Promptly code and submit payable invoices to HfHGC Treasurer.
- Generate monthly reports of sales activities, income, expenses, and progress on current and prospective projects for the HfHGC Board of Directors.
- Update HfHGC ReStore website and facebook page, respond to all queries
- Plan and implement ongoing advertising and promotional activities.
- Create, maintain and update Mission Wall and Donor/Volunteer Appreciation Wall
- Network positively with other ReStores, professionally represent HfHGC personally and publicly.

Supervision and Support

- Report to HfHGC Executive Director (ED). Ensure ED is informed on a regular basis of progress and challenges.
- Hire, train, schedule and supervise staff and volunteers to provide outstanding donor/customer experience.
- Attend and participate in ongoing ReStore-related training opportunities, including overnight conferences
- Constantly coach staff & volunteers, approve employee recording of time worked.
- Identify and create "sweat equity" opportunities for future Habitat homeowners
- Other duties as assigned.

Requirements

Excellent communication skills including public speaking; strong problem-solving skills, ability to multi-task in a fast-paced team environment; detail oriented, decisive, able to work independently; enthusiastic.

Physical demands

Must be able to safely lift up to 50 pounds and climb into and out of donation truck. Will experience frequent bending, squatting, lifting and repetitive motion, as well as walking, standing and working on a computer for long periods of time.

Education and licensing

High school degree or equivalent, higher education preferred. Minimum 5 years work experience, with at least two years in retail sales management. Proficient with computers, point of sale machines, software for financial reports. Valid drivers' license with a good driving record.

Employment Status

Full time salaried position of 40 hours per week. Competitive pay and benefits package. Compensation is dependent on experience. Background check, motor vehicle record and drug screening required.