



We build strength, stability, self-reliance *and* shelter.

Position: ReStore Director

Classification: Exempt, Full-Time

Starting Salary Expectations: \$50,000 to \$60,000 annual salary. Placement will generally not exceed the midpoint based on qualifications, experience, and internal equity.

Department: North Willamette Valley Habitat for Humanity ReStores

Reports to: Executive Director

POSITION PURPOSE

This position operates with guidance and assistance from the NWV ReStore Committee and is responsible for managing all phases of the ReStore program. The Habitat ReStore mission is to generate revenue through the sale of donated, reclaimed and purchased building materials, appliances, furniture and tools to support the activities of Habitat for Humanity of NWV Habitat for Humanity. The director is responsible for the overall operations of the ReStore and its financial growth.

Note to Candidates:

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. We are committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We strongly encourage you to apply, even if you don't believe you meet every one of the qualifications as described

PRIMARY DUTIES AND CORE RESPONSIBILITIES

A. Fund Raising and Fostering Support with Partners in the Community.

- Develop and implement multi-year strategic plan for soliciting contributions and winning support of potential suppliers and donors by targeting annual growth to meet long-term financial projections.
- In cooperation with the store managers and the director of finance and administration, develop and manage individual store budgets and support the budgets and operational decisions with documented financial analysis to include: profit margins, sales per square foot in total, last year to current year sales comparisons, cost per donation pickup, ROI of marketing expenses to sales, expenses as a percentage of sales, break-even analysis, and inventory management.
- Draft grant applications as opportunities arise.
- Identify additional opportunities for fundraising and coordinate with the ReStore Committee and Executive Director's fund raising plan.
- Ensure the executive director is regularly informed on the status of Habitat ReStores with particular attention paid to problem areas, project status and extraordinary events
- Work with our communications Manager to draft brochures and other materials describing the advantages of ReStore contributions.
- Identify and initiate opportunities to reduce expenses and create increased operational efficiencies.



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- Develop long-term, collaborative relationships with community based trade/business groups, churches, donors and others to secure donations and raise awareness of local affiliate mission in the community.

B. Develop and Implement Policies and Procedures

- Identify policies that need to be drafted and recommend modifications to existing policies.
- Provide reports on store performance or strategic projections as needed. These reports could include inventory turnover, discounts, and returns, earnings per store per open hour, earnings paid per employee hour and net cash to organization forecasting.
- Oversee the development of necessary policies and procedures for store operations, sales, salvage, material acquisition, etc.
- Identify potential conflicts between ReStore and other HOCO HFH programs.
- Develop and maintain policies and procedures relating to the daily operation of the ReStore.
- Responsible for operations management, including consistent, safe and positive development of associates and assets in order to provide a high quality donor to customer experience.

C. Manage ReStore Operations

- Oversee all retail operations and ensure consistent, smooth and efficient operations of two stores.
- Responsible for driving donations, sales and profits of the Habitat ReStore to further the affiliate's mission and working with various internal and external resources to positively promote the Habitat ReStore NWV Habitat for Humanity.
- Provide training resources to the store managers in order for them to direct store operations.
- Supervise maintenance of facility and equipment.
- Supervise ReStore staff, volunteers and conduct performance reviews.
- Responsible for the volunteer recruitment, training and appreciation in coordination with Volunteer Manager.
- Management of retail staff and volunteers to provide a high level of customer service.
- Orient staff and volunteers to the mission of HFH and the ReStore's role and responsibility.
- Ensure adequate training is provided to staff and volunteers.
- Spend weekly time on the sales floor.
- Monitor expenses within budgeting constraints
- Enhance the organization's culture by reinforcing core values and fostering a positive work environment.
- Provide training resources to the Store Manager in order for them to direct store operations in the absence of the manager.
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D. Ensure Accountability to Funding Sources and Board of Directors

- Oversee preparation of monthly financial reports for Executive Director, and Finance Committee.
- Develop work plans and assignments to meet commitments made to various agencies.
- Prepare program/progress reports on a timely basis.



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- Prepare monthly general reports and financial expenditure reports with Business Manager.
- Respond to audits and funding agencies as guided by the Business Manager.
- Work with Executive Director to prepare annual budget for the Habitat ReStore

E. Marketing and Community Relations

- Market the ReStore through the media in an appropriate and cost-conscious manner.
- Represent program through personal contacts and public speaking engagements.
- Network with other Habitat ReStores and serve as mentor to interested affiliates.
- Develop and maintain an ongoing relationship with corporate donors, contractors, and community service organizations for gifts in kind.
- Coordinate the develop an expansion of a comprehensive advertising and marketing program for the Habitat ReStore.
- Raise the profile of the Habitat ReStore in our communities.
- Coordinate marketing efforts with affiliate through ReStore Committee.

REQUIREMENTS

This individual must understand and appreciate the mission of NWV HFH. Qualified candidates must possess above-average written and verbal communication skills. Public speaking experience is required. Must possess strong problem-solving skills, the ability to work in a fast-paced team environment, and the ability to multi-task. This individual must be detail-oriented and able to work independently. Must be able to deal with all kinds of individuals and remain consistent in keeping a professional demeanor. Must have experience working with major donors and be able to communicate effectively and professionally with them and the customers we serve. Occasional travel may be required.

PHYSICAL DEMANDS

This individual will be expected to assist the staff in performing store functions and, therefore, must be able to lift up to 50 pounds. Will also experience frequent bending, squatting, lifting and repetitive motion. Ability to work the computer for an extended period of time.

EXPERIENCE

A minimum of 5 years of related experience in retail operation and management is required. Must have demonstrated independent responsibility for program management and accomplishing results by building and leading successful teams. Experience supervising staff required, developing markets and networking plans. Excellent interpersonal and communications skills with groups, committees and individuals. Computer literate.

EDUCATION

BA or BS preferred; equivalent work experience will be considered. Knowledgeable in retail sales, real estate, marketing, salvage and environmental.

CERTIFICATES, LICENSES AND REGISTRATIONS

Valid driver's License with a good driving record.