



Position: ReStore Director
Reports to: Executive Director
Status: Full-time/Exempt
Compensation: Competitive salary is commensurate with experience and includes full benefits package: medical, dental, vision and prescription; paid time off (PTO); holidays; significant store discounts and matching retirement plan.

Summary

Habitat for Humanity partners with people in local communities, and all over the world, to help them build or improve a place they can call home. Habitat homeowners help build their own homes alongside volunteers and pay an affordable mortgage.

A key source of funds to support Habitat's mission comes from its retail operations called Habitat ReStores. The Habitat for Humanity ReStore home improvement outlets take donated new and used building materials, furniture, appliances, lighting fixtures and other home goods, then sell them to raise money for Habitat home-building projects while diverting tons of reusable materials out of area landfills.

Position Overview:

Act as chief administrator responsible for all aspects of ReStore operations. Serving as an integral member of the Leadership Team, the ReStore Director will provide leadership, strategic direction and operational management for Habitat for Humanity Rogue Valley ReStores. Responsibilities include oversight of ReStore operations comprised of two (2) retail stores including Retail Sales, Donation Pickup, Business Relations, Volunteer Development, Marketing, Communications, and Salvage Services and may be called from time to time to perform the functions of ReStore Team Managers. The perfect candidate is an effective leader and manager who thrives on the responsibility of driving ReStore growth while providing an excellent donor, volunteer, and customer experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Leadership

- Provide effective and inspiring leadership, developing a broad and deep knowledge of the ReStore brand to effectively represent the Affiliates' ReStore interests and collaborate community partnerships.
- Responsible to ensure safety of staff, volunteers and customers through regular maintenance and training while on ReStore properties.
- Serve as spokesperson for the ReStore, responsible for oversight of all ReStore functions.
- A strong emphasis is placed on donation solicitation and development of community partners.
- Actively participate with appropriate community groups which share the goals of ReStore
- Develop and implement multi-year ReStore strategic plan; targeting annual growth to meet organization long-term financial projections. Develop and implement measures to monitor progress towards goals and objectives regularly
- Responsible for all aspects of P&L management, budgeting, procurement and retail inventory.
- Identify and initiate opportunities to reduce expenses and create increased operational efficiencies
- Maintain a working knowledge of best practices and significant developments and trends in related industries.
- Build and maintain appropriate relations with vendors, landlords, business partners, and community liaisons ensuring ReStores' positive presence and reputation

Personnel

- Create and maintain job descriptions for all ReStore employees developing goals and annual evaluations.
- Manage, develop, evaluate and mentor staff, providing leadership and guidance in goal setting, problem solving, resource management and outcome achievement
- Lead, coach, and retain high-performing ReStore managers with an emphasis on developing capacity and succession planning.
- Build organizational and staff capacity, develop processes that ensure the ReStore operation runs smoothly and establish an environment that promotes teamwork across the diverse aspects of the program's functions
- Foster a collaborative and supportive relationship between the ReStores and the entire organization.

Marketing

- Develop annual marketing and advertising plan including annual advertising budget.
- Responsible for the creation and implementation of social media promotions and communications.
- Responsible for appropriate and attractive store set up
- Develop and implement special campaigns to attract new customers and donors

Knowledge and Skills:

- Ability to balance leadership and management roles within a growing organization. Understands and is effective at change management
- Extensive organizational leadership, financial and project management experience
- Able to identify, evaluate, problem solve and give direction regarding problem resolution for individual and organization-wide issues. Position requires an ability to manage conflict
- Makes decisions and solves problems independently and effectively. Ability to think and act decisively
- Exceptional organizational and communication skills
- Knowledge of building materials, pricing and retail operations.
- Positive, optimistic outlook that fosters an upbeat work environment
- Diplomacy, outstanding representation of organization including public presentations
- **Commitment to Mission** of Habitat for Humanity and in the people and neighborhoods it serves; genuine interest in and ability to relate to a highly diverse environment, clientele and constituencies

Education and Experience:

- 5+ years of progressively responsible leadership experience.
- Knowledge of retail, real estate, construction, marketing, salvage and environmental areas preferred.
- A bachelors in business or nonprofit management or related field, or equivalent combination of education and work experience
- Proven track record of driving performance, leading change and organizational growth
- Previous experience with and knowledge of thrift home improvement industry; non-profit retail organizations and volunteer management preferred.
- Proficient in Microsoft Office programs.
- Strong organization and time management skills.

APPLICATION PACKETS MUST INCLUDE:

- A complete resume, including dates of employment.
- A cover letter addressing how your personal and professional experiences have prepared you for this position, and how you heard about it
- Three references: at least two professional

To apply, submit the above to 2201 S. Pacific Hwy, Medford, OR 97501, or djames@roguevalleyhabitat.org. Please include ReStore Resume in the subject line.

Note: *This job description is intended as a guideline only, and does not limit in any way the duties or responsibilities of any employee. Nothing herein shall be construed as a contract of employment, expressed or implied. All employment is terminable at will, with or without cause.*

Habitat for Humanity Rogue Valley hires a workforce representative of the communities we serve, understanding that a diverse workforce strengthens our organization. We value diversity and support a positive and welcoming environment where all employees can thrive.

Habitat for Humanity Rogue Valley is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully 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.

For further information about Habitat and ReStore visit our websites at:
www.roguevalleyhabitat.org