



Habitat ReStore Director

Please send resume and letter of interest to HR@HRWorksinc.com by Mon., June 10, 2019.

Position Title: ReStore Director

Reports To: Chief Executive Officer

Purpose of Position: The ReStore Director is responsible for the planning, management and coordination of all ReStore activities and programs for one of the largest housing non-profits in Louisville. Habitat ReStores are discount building material stores that exist to support Habitat for Humanity of Metro Louisville (HFHML) by generating net income through the sale of new and used materials.

Supervisory Responsibility: Supervises ReStore Managers, Logistics Coordinator, Warehouse Manager, Donor Relations Manager, and Truck Crew Leader. This position works with the CFO and Bookkeeper to ensure timely and accurate financial management. The ReStore Director also works with the Marketing and Volunteer Managers to ensure these resources are well used.

KEY RESPONSIBILITY AREA: Staffing and Management

1. Staffing- the Restore Director has primary responsibility for the successful operation of Habitat Restore in Louisville.
 - Plan and communicate ReStore's staff structure
 - Ensure human resources are in place throughout ReStore
 - Connect and support healthy relationships between staff members
 - Utilize volunteers wherever reasonable
2. Management- manage the organization according to HFHML's core values: integrity, accountability, perseverance, collaboration, quality and respect.
 - Hold regular scheduled meetings with direct reports
 - Host occasional meetings with the entire ReStore staff
 - Perform any staff function within the organization's staff structure as needed to ensure continuity
 - Promote and encourage cross-training
3. Serve on the HFHML Leadership team
 - Understand and support HFHML's mission and vision; seek opportunities to use ReStore as a vehicle to help people grow into what God intends.
 - Understand and follow the HFHML strategic plan
 - Attend regular meetings with the CEO and Leadership Team

- Occasionally attend HFHML Board and Executive Committee meetings

KEY RESPONSIBILITY AREA: Store Operations and training

1. Directly or through the Donor Relations Manager, solicit material donations
2. Directly or through the Logistics Coordinator, ensure timely responses to donation offers, material pick-ups, processing, and reporting.
3. Directly or through subordinates, develop and nurture a culture of excellent customer service that also appreciates and utilizes volunteers.
4. In cooperation with staff leaders, ensure new staff are thoroughly trained on all policies, procedures, and safety.
5. Ensure timely review of pricing policy and processing for store merchandise.

KEY RESPONSIBILITY AREA: Fiscal Performance

1. Drive increasing net revenue for ReStore; producing at least \$200,000 annually
 - a. Communicate clear sales goals in all areas
 - b. Meet or exceed these goals
2. Work with bookkeeper and CFO to maintain and improve record keeping of Restore sales and other detailed information.
3. Implement ReStore policies and procedures including safety.
4. Work with CFO to prepare the Annual Operating Budget

KEY RESPONSIBILITY AREA: Marketing

1. Work with the Marketing Manager to create a marketing plan that includes advertising, in-store displays, and social media to share HFH mission, get donations, recruit volunteers and boost sales.
2. Maximize the use of donor and customer base with an eye toward increasing donations and awareness of HFH.

Requisite Knowledge, Skills, and Abilities

- Skilled at teamwork and cross training as the leader of the ReStore Team
- Ability to work independently and provide supportive supervision
- Computer skills including MS Office
- Knowledge of building materials, pricing, and retail operations
- Ability to be friendly and positive with customers, volunteers, and staff
- Skilled at marketing, public speaking, outreach, and fund raising
- Skilled at record keeping and analysis of financial and operational measures
- Knowledge of Habitat for Humanity's mission, culture, and operations

Qualifications

- Bachelor's degree in Business Administration or demonstrated equivalent experience
- Valid driver's license
- Physical ability to lift up to 50lbs