**POSITION: ReStore Manager - HFHCSS**

Habitat for Humanity Chicago South Suburbs (HFHCSS)

POSITION PURPOSE

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 HFHCSS.

PRIMARY DUTIES AND CORE RESPONSIBILITIES

Management and development of the Restore inclusive of

 Manager is responsible for the overall operations of the ReStore and its financial growth.

 Solicite contributions and support of potential suppliers and donors

 Develop and implement multi-year strategic plan

 Fund Raising and Fostering Support with Partners in the Community.

 Provides sustained network development to expand the scope of ReStore activities

 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.

 Develop and Implement Policies and Procedures

 Manage ReStore Operations

 Provide training resources to staff and volunteers

 Supervise maintenance of facility, staff, volunteers

 Manage budget and expenditure

 Manage marketing and promotion

REQUIREMENTS

This individual must understand and appreciate the mission of HFHCSS. 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. Must be detail-oriented and able to work independently with

a professional demeanor.

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 3 years of related experience in retail operation and management is required.

Must have demonstrated 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. Valid driver’s License with a good driving record. Must be able to pass an annual background check.

EDUCATION

BA or BS preferred; equivalent work experience will be considered. Knowledgeable in retail sales, real

estate, marketing, salvage and environmental.

SEND RESUME TO: Mike Henderson <mhenderson@gohabitat.net>