

JOB DESCRIPTION

ReSale Store Manager

Part time – 20 to 25 hours per week

Position Summary: Bennington County Habitat for Humanity is seeking a Manager for the ReSale Store in Manchester Center, Vermont. The ReSale Store Manager is responsible for the overall management of the ReSale Store day-to-day operations. The ReSale Store is a fundraising operation for Bennington County Habitat for Humanity. We receive donations of new and “gently used” furniture, appliances, and building materials. We offer these items for sale to the public in our ReSale Store. All profits go toward BCHfH’s building programs, both new construction (homeownership) and home repair.

Responsibilities include but are not limited to:

- ReSale Store and building operations, including maintenance and compliance with safety standards.
- Overseeing the acquisition, management, marketing and sales of all ReSale Store goods.
- Screen donations and scheduling donation pickups.
- Managing and presenting all sales floor operations, including pricing, display, and sales.
- Coordinating all promotional and sales marketing.
- Providing a quality customer service experience.

Responsibilities further include Staff and Volunteer Management:

- Recruiting and training volunteers in procedures and operations and safety.
- Overseeing the scheduling of all store activities, staff and volunteers.
- Ensuring that volunteers can effectively communicate the ReSale Store and BCHfH’s mission.

Store Manager is further responsible for Policies and Procedures:

- Maintaining policies and procedures relating to daily operation (e.g., cash management, cash reconciliation, acceptance guidelines for donations, inventory control, and donor tracking).
- Monitoring systems for daily cash transactions and deposits.
- Providing accurate accounting records of revenues and expenses.
- Coordinating financial reporting with affiliate manager of accounting.

Skills and Qualifications:

- Strong background in retail or other relevant management.
- Knowledge of sales, retail, and marketing.
- Ability to provide leadership and supervise staff and/or volunteers.
- Strong organizational and communication skills.
- Ability to perform all store activities, able to lift 50 pounds and stand for several hours at a time.
- Solid computer skills.
- Self-motivated and reliable.
- Knowledgeable and enthusiastic about the mission of Habitat for Humanity.

Please submit your letter of interest and resume to Bennington County Habitat for Humanity by email to execdir.bchfh@gmail.com . Call the office for more information, 802-367-1000.