



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

JOB POSTING

- POSITION TITLE:** Retail District Manager
- EMPLOYMENT TYPE:** Exempt Full-Time Salaried
- COMPENSATION:** The annual salary for this position is up to \$85,000/year. Salary commensurate with experience and qualifications.
- REPORTS TO:** Vice President of Operations

Position overview:

Directs the operations of three current ReStores that sell a variety of products in order to finance Habitat's mission to provide affordable housing for the population of the District of Columbia and Northern Virginia. This position is responsible for staffing, sales, marketing, community relations, providing leadership and much more.

This position serves on the organization's Leadership Team and works closely with other department heads.

Responsibilities:

1. Select, hires, onboards, trains, and develops all staff.
2. Motivates, encourages all staff to contribute their best to the mission of the organization. Keeps the mission in front of staff, customers, vendors, volunteers, and others.
3. Creatively manages all operations to maximize marketing efforts in the local community. Works with other department heads on business analytics, marketing strategies and other business applications to increase sales.
4. Works closely with store managers, procurement and E-Commerce staff to understand their unique location, regular customers, donors, and volunteers. Always is a team player.
5. Works with store managers to acquire high quality merchandise to showcase and sell to bring in the needed revenue to fulfill the mission.

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<https://www.habitatdcnova.org/>

6. Works with the VP of Operations to develop policies and procedures needed including HR related policies.
7. Collaborates with other Leaders to investigate other sales and marketing opportunities.
8. Develops and manages solid customer service strategies.
9. Brings all store managers together to leverage their strengths.
10. Actively participates in Leadership Team meetings and strategies. Actively participates in organization wide marketing events and celebrations.

Qualifications:

- Strong commitment to the mission of the organization.
- Bachelor's degree or equivalent experience.
- 8-10 years of retail experience with at least 5 as a multi-unit manager (nonprofit, thrift store experience a significant plus).
- Demonstrate excellent communication skills including listening, writing, persuasion, and presentation skills.
- Proven organizational skills with the ability to manage time, materials, hiring and much more.
- Ability to multitask and work in a fast-paced environment.
- Excellent planning and analytical skills.
- Proven experience of working with volunteers.
- Demonstrated relationship building skills with staff, customers, vendors, volunteers, and others.
- Proficiency with basic office equipment and Microsoft Office Suite.
- Ability to lift up to 50lbs.
- May require occasional morning, evening, and weekend activities.
- A valid driver's license with a good driving record.

To Apply:

Please submit a resume and cover letter with your desired salary to Ivy Johnson at jobs@habitatdcnova.org. Include "Retail District Manager" in the subject line. You may also apply online via our postings. The deadline for submission is **April 12, 2024**.

Habitat for Humanity of Washington, DC & Northern Virginia is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.