



<b><u>Position:</u></b>	Manager ReStore Operations
<b><u>Availability:</u></b>	F/T, Occasional evenings and weekends
<b><u>Reports to:</u></b>	Executive Director
<b><u>Location:</u></b>	Habitat for Humanity South Georgian Bay
<b><u>Application Deadline:</u></b>	April 15, 2021

### **About Us**

We are a national, non-profit organization working towards a world where everyone has a safe and decent place to live. Come work with us to help make that dream a reality. Our mission is to mobilize volunteers and community partners in building affordable housing and promoting homeownership as a means to break the cycle of poverty in Canada and around the world. Join us in meaningful work and feel good at the end of the day knowing you are an important part in achieving this mission.

### **Position Summary**

Habitat for Humanity South Georgian Bay is seeking a Manager ReStore Operations for our Collingwood, ON ReStore. The Manager ReStore Operations is responsible for the day-to-day operations of the ReStore and ensures the ReStore is fully supportive of the affiliate's vision and goals and acts as a fundraising activity that compliments the affiliates fundraising and building activities.

### **Key Duties and Responsibilities**

- Lead a consistent focus on delivering a great ReStore experience for customers, staff, volunteers and donors.
- Attract, hire, develop, inspire and retain top talent.
- Procure product through individual donations, partnerships and Habitat Canada.
- Ensure the safety of all staff, volunteers and customers by adhering to our safety policies.
- Analyze the business and create, communicate clear actions plans that optimize results and ensure effective execution of all operational activities.
- Manage all volunteers in the ReStore, recognizing the critical role of volunteers in the success of the ReStore operation and take positive steps to develop and nurture these relationships.
- Develop maximum effectiveness and efficiency of operations in order to maximize contribution to the mission.

## **Qualifications**

- 3+ year of experience working in a retail operation, especially thrift or donation driven not for profit is an asset.
- Knowledge of retail sales strategies including e-commerce is an asset.
- Demonstrated ability to effectively lead and inspire teams and develop talent.
- Demonstrated ability to analyze business trends, create and communicate clear action plans.
- Passionate about Habitat for Humanity Canada's mission
- A valid driver's license and ability to travel as required.

## **How to Apply**

Interested parties should email their cover letter, resume and salary expectations to: [joy@habitatgeorgianbay.ca](mailto:joy@habitatgeorgianbay.ca) with the subject line: Manager ReStore Operations. Applications will be accepted until 5 p.m. on April 15, 2021. Only those invited for an interview will be contacted. No phone calls please. Thank you for your interest in Habitat for Humanity South Georgian Bay!