



Manager of Store & Donations Ministry

Reports to: Executive Director

Job Description

Candidate to possess a desire to create and maintain a well-organized store and warehouse that has a very friendly and inviting atmosphere. Candidate truly needs to think of this role as a ministry as their efforts provides a large percent of funds for Love Inc. to carry out its mission in the community. Thus, candidate must believe in Jesus Christ and understand and believe in the mission of Love Inc. To that end, ideally this person will welcome a small portion of their time also working on client cases to help embrace the ministry as well as be able to explain it to store customer who may also become clients. Candidate to be a self-starter and self-motivated who can work both with and without significant direction. A great opportunity for someone who wants to make a real impact to the community through their efforts.

Candidate will be responsible for day-to-day operations including:

- Creating a friendly and clean shopping experience for customers.
- Provide training to other staff and volunteers working in store.
- Create and maintain an organized donation center and warehouse.
- Provide training to other staff and volunteers working in donation center and warehouse.
- Scheduling staff and volunteers to adequately cover store hours.
- Balance cash daily and train others on process as needed.
- Help set pricing guidelines to be used by volunteers and staff.
- Develop various promotions and campaigns to help increase foot traffic and drive higher sales.
- Create and maintain an inviting atmosphere for customer, staff, and volunteers. A place people want to come and wisely spend money and a place other staff and volunteers are proud to be a part of.
- Offer compassion and warmth to customers who are potential clients that need assistance
- Communicate and work closely with the Executive Director.
- May be requested to work in office 4-8 hours per week to work with clients to help keep the mission of Love Inc close to heart and better convey and build that atmosphere in the store and donation center.

Qualifications:

- Outstanding people skills and commitment to the mission of Love Inc.
- Well organized and task oriented.
- Trustworthy and capable of dealing with cash and credit cards in an honest manner.
- Can use email and various software to make displays and other promotional items.
- Able to lift 20 pounds.
- Team-player
- Flexibility in hours- as manager understand may need to cover for absences/illness.
- Self-motivated / self-starter – wants to continually improve vs. sitting idle.