

## Habitat for Humanity of Northeast Georgia

Position Title: ReStore Manager

Reports to: Executive Director

Location: Clarkesville, GA

**Organizational Overview:** Habitat for Humanity of Northeast Georgia is a nonprofit Christian housing ministry dedicated to eliminating substandard housing through the construction and rehabilitation of homes in partnership with families in need. Our ReStore supports this mission by reselling donated furniture, home improvement items, and building materials, and is a critical funding source for our programs.

**Position Summary:** The ReStore Manager is responsible for the day-to-day operations of the Habitat ReStore, including donation acquisition, inventory management, customer service, staff and volunteer coordination, and sales performance.

The Manager ensures the ReStore operates efficiently, profitably, and in alignment with the mission of Habitat for Humanity.

**Key Responsibilities:**

**Operations & Inventory Management:**

- Oversee all daily operations of the ReStore to ensure an efficient, safe, and welcoming retail environment.
- Manage inventory intake, pricing, merchandising, and display of donated goods.
- Ensure compliance with all policies and safety procedures.
- Maintain a clean and organized sales floor, donation area, and storage areas.

**Human Resources Management and other administrative duties as needed. Donations & Community Engagement:**

- Build and maintain relationships with donors, local businesses, and community partners to encourage quality donations.
- Coordinate donation pickups and drop-offs.
- Represent Habitat at community events and with partner organizations when needed.

**Financial Performance:**

- Meet or exceed sales and donation revenue goals.
- Monitor financial performance and manage the store budget in collaboration with the Executive Director.

- Prepare and submit weekly/monthly reports on store performance and donation activity.

Volunteer & Staff Leadership:

- Recruit, train, schedule, and delegate responsibilities with volunteers and staff to support ReStore operations.
- Foster a positive, mission-focused work environment that emphasizes teamwork and respect.
- Provide coaching, direction, and performance feedback to all team members.
- Administrative responsibilities as determined by the Executive Director. Marketing & Promotion:

- Collaborate with staff and volunteers on social media and local marketing strategies.
- Develop promotional campaigns, sales, and special events to increase.
- Community engagement and revenue.
- Ability to stage and update store twice per week or as needed.

Qualifications:

- High school diploma or equivalent.
- Minimum 2 years of retail, nonprofit, or logistics experience.
- Ability to lift up to 50 lbs and work in a warehouse/retail setting.
- Excellent organizational, leadership, and communication skills.
- Experience working with volunteers and diverse populations.
- Proficiency in Microsoft Office and/or point-of-sale systems (preference to Square)
- Commitment to the mission and values of Habitat for Humanity.

Working Conditions:

- Flexible work week, including some weekends. Approximately 35 hours per week.
- Work will be conducted in both retail and warehouse environments.
- Requires regular lifting, bending, standing, and use of hand tools or equipment.
- Able to lift 50 pounds.

To apply, please contact Brian Young, Executive Director at [director@habitatnega.org](mailto:director@habitatnega.org)