



Job Title: ReStore Manager

Department: ReStore

Reports To: Associate Executive Director

Prepared Date: 12/26/2025

FLSA Status: Exempt, Full-Time

Pay Rate: \$60,000 annually, Comprehensive Benefits Package <https://www.stvrainhabitat.org/employment-opportunities>

Habitat for Humanity is committed to building the Beloved Community (<https://www.habitat.org/beloved-community>) through equity, diversity and inclusion in the workplace. Please read more about our commitment and HFHSV as an equal opportunity employer on our website: www.stvrainhabitat.org/employment-opportunities

Position Summary: The ReStore Manager at Habitat for Humanity of the St. Vrain Valley ReStore is responsible for overseeing the daily operations, profitability, and growth of the ReStore. This role includes managing staff, driving sales, ensuring a positive shopping experience, and fostering strong community partnerships and donor relationships. The ideal candidate will be a dynamic leader with a passion for retail, sustainability, and community building.

Essential Duties and Responsibilities:

- **Operations Management:**
 - Oversee the daily operations of the ReStore, including opening and closing procedures, cash handling, and inventory management.
 - Ensure the store is clean, organized, and visually appealing to maximize customer engagement.
 - Develop and implement pricing strategies that balance revenue generation with community accessibility.
 - Maintain effective merchandising strategies to enhance product visibility and sales.
 - Maintain relationships with outside vendors and landlord for effective operations.
 - Implement, follow and enforce ReStore policies as they relate to staff, volunteers, donors and shoppers.
- **Team Leadership:**
 - Recruit, hire, train, and manage store staff and volunteers, ensuring they are equipped to perform their roles effectively.
 - Foster a positive, inclusive work environment that motivates the team to meet store goals.
 - Conduct regular performance evaluations and provide opportunities for staff development.
- **Customer Service:**
 - Ensure a high standard of customer service is consistently delivered.
 - Address customer inquiries, concerns, and complaints in a timely and professional manner.
 - Promote a welcoming and inclusive atmosphere for all ReStore customers.
- **Sales and Financial Management:**
 - Monitor and analyze sales performance, setting and achieving monthly sales targets.
 - Manage the store's budget, including controlling expenses, payroll, and analyzing profit and loss statements.
 - Develop and execute strategies to increase store profitability, such as sales promotions and special events.



- **Community Partnerships and Donor Procurement:**
 - Build and maintain strong relationships with local businesses, community organizations, and individual donors.
 - Develop and implement strategies for donor engagement and procurement to ensure a consistent flow of high-quality donations.
 - Actively promote the mission of Habitat for Humanity of the St. Vrain Valley within the community, highlighting the social and environmental impact of donations and purchases.
- **Inventory Management:**
 - Oversee the donation process, ensuring items are efficiently sorted, priced, and displayed.
 - Manage inventory levels to maintain a consistent flow of merchandise.
 - Implement loss prevention strategies to minimize theft and damage.

Additional Responsibilities

This job description is not intended to be all-inclusive. Employees may be required to perform other related duties as assigned to meet the ongoing needs of the organization. This includes but is not limited to:

- Assisting colleagues within the department or collaborating with other departments as needed.
- Participating in occasional group activities or events.
- Contributing to shared cleaning duties and maintaining a clean and safe work environment.
- Taking on new tasks and responsibilities as they arise.

Education and Experience Required

- High school diploma or equivalent (Bachelor's degree in Business, Retail Management, or a related field preferred).
- Minimum of 3 years of retail management experience, preferably in a thrift store or similar environment.
- Strong leadership and team management skills, with experience supervising staff and volunteers.
- Excellent communication and interpersonal skills.
- Strong organizational and multitasking abilities.
- Proficiency in retail management software and point-of-sale (POS) systems.

Preferred Qualifications

- Bilingual in English and Spanish
- Prior non-profit or thrift store experience
- Prior volunteer experience with Habitat for Humanity
- Understanding of the relationship of housing insecurity, historic discrimination, and systemic unjust housing framework in the United States.
- Knowledge of OSHA standards for operating.
- First aid/CPR certificate

If you feel you are qualified and wish to apply for this position:

Interested candidates should submit a resume, and cover letter to Julie Gallegos at jgallegos@stvrainhabitat.org Please include "ReStore Manager" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

Habitat for Humanity of the St. Vrain Valley | PO BOX 333, Longmont, CO 80502-0333 tel (303) 682-2485 stvrainhabitat.org

Habitat for Humanity of the St. Vrain Valley ReStore | 1351 Sherman Dr., Longmont, CO 80501 tel (303) 776-3334

Equal Housing Opportunity



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