

**Position: Store Manager – Hope’s Closet Thrift**

**Classification:** Salary/Full-Time

**Reports To:** General Manager – Hope’s Closet Thrift

**Supervises:** Assistant Managers & Employees

**Purpose**

To manage and implement the day-to-day operations of store to reach sales revenue goals while keeping focus on The Church of Eleven22 vision of being a movement for all people to discover and deepen a relationship with Jesus Christ.

**Education**

- Completion of a Bachelor’s Degree preferred

**Experience**

- 3-5 years of relevant work experience; experience managing multiple employees/volunteers

**Key Responsibilities**

- Minister of the Gospel
- Manage Hope’s Closet’s day-to-day operations to generate sales revenue:
  - Lead team to execute strategies to reach monthly sale goals
  - Manage store’s inventory needs and lead team to reach weekly processing goals.
  - Audit inventory receipt, pickups, cleaning, storage, distribution, replenishment to ensure quality and store inventory needs are met
  - Whole store operations (opening/closing the store, scheduling)
  - Customer Relations
  - Merchandising & Replenishment Process – ensure sales floor team executes merchandising plans
  - Maintain budget control by overseeing supply ordering while working with General Manager on cost reduction opportunities in overall budget
- Develop & manage Hope’s Closet employees
- Work directly with Facilities team in building maintenance and solve all facilities issues in a timely manner
- 24/7 on call Hope’s Closet store contact (shared with Hope’s Closet management team)
- Lead in the discipleship of staff and serve staff

**Success Factors**

- Model The Church of Eleven22 mission, vision, and core values.
- Strong, pro-active communication (verbal and written) and interpersonal skills
- Strong Leadership skills
- Ability to generate sales revenue
- Possess strong organizational, planning and problem solving skills