



We build strength, stability, self-reliance *and* shelter.

# Retail Store Director

The Retail Store Director will report directly to the Affiliate Chief Executive Officer and will provide key leadership at Habitat for Humanity of Clallam County (HFHCC) to ensure continued growth and excellent Retail Store operations. The Store Director will work to meet goals established by the board-approved Strategic Plan. These include overall sales growth, margin targets, expense control, budgeting and reporting. The Store Director will be a strong manager and creative problem solver who is committed to and enthusiastic about the mission of Habitat for Humanity.

This is a full time, exempt position requiring flexibility to work weekend hours and some evenings as needed. The Store Director will likely spend on average five days per week, **Tuesday - Saturday** (40-hour work week with 8-hour days).

## **SUMMARY:**

HFHCC seeks a business savvy, mission-driven, relationship builder to join our Habitat Store team as a Retail Store Director. The ideal candidate will have at least five years in managing multiple store locations and be a “go-getter” in advancing the Habitat Store mission within the community. The candidate will lead the team in advancing, utilizing and optimizing volunteers in support of the Habitat Stores’ mission. The Retail Store Director should have proven experience in mentoring and developing staff at all professional levels.

The Retail Store Director is responsible for increasing store profitability by diversifying revenue streams, efficiently managing current operations, developing Habitat Store expansion strategies for the Sequim Habitat Boutique Store location, and supervising acquisitions, marketing, and promotion of the Habitat Stores in the community.

## **Key Responsibilities:**

- Represent Habitat Stores through personal contacts and public speaking engagements
- Determine the market demand and assign tasks related to donation and acquisition of products from individuals and the business community
- Provide high level of customer service to Habitat Store customers
- Provide expertise and sales training for Habitat Store staff
- Manage all aspects of human resources for the stores, in conjunction with Affiliate Chief Executive Officer
- Network with other (Re)Stores locally and nationally and implement best practices
- Ensure compliance with financial reporting practices and policies
- Manage all aspects of revenue and expense reporting and tracking
- Collaborate in the recruitment and retention of volunteers

## **Requirements:**

- Bachelor’s Degree or equivalent experience, in business or related field preferred
- At least 5 years of successful retail management with multi-unit experience
- Valid driver’s license with good driving record
- Proficient in Microsoft Excel, Word, Outlook and the internet
- Experience in development and execution of business plans



### **Requirements (continued):**

- Excellent organization and planning skills
- High level of public relations service skills as evidenced by at least 5 years of experience with internal and external customers
- Extensive experience in retail sales, real estate, marketing, architectural salvage
- Clear track record of success in retail management
- Demonstrated success in business management
- Ability to prioritize and triage duties
- Must be able to work well with volunteers
- Ability to multi-task and work independently
- Aligned with the mission of Habitat for Humanity

### **Compensation and Benefits**

Habitat for Humanity of Clallam County strives to foster a collaborative, supportive, and flexible work environment with a dynamic and passionate team that is committed to creating affordable homeownership solutions for everyone.

The salary range of this position is \$52,000 to \$60,000/year. Compensation commensurate with experience and qualifications.

**Hours and Benefits:** Work week Tuesday through Saturday, primarily based in Port Angeles however Sequim Store 3-4 days per month would be required; some work outside normal business hours is expected. Staff benefits offered (medical, vision, dental) at 75% paid by Habitat Clallam and 25% paid by employee, family benefits available at employees' expense.

**11-Paid Holidays:** New Year's Day, MLK Jr. Day, President's Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Day and (Christmas Break). Monthly accrued vacation time, personal time, and sick time.

### **To Apply**

To apply for this position, please submit a resume and cover letter to Colleen Robinson at [colleen@habitatclallam.org](mailto:colleen@habitatclallam.org). Include Retail Store Director in the subject line. ***NO Walk ins please.***

If you are selected for an interview, you will be contacted by a representative of Habitat for Humanity of Clallam County.

**Employment is contingent upon completion of a satisfactory background check, credit check and valid driver's licenses with a clean driving recorded.**

Habitat for Humanity of Clallam County is an Equal Employment Opportunity employer. Applicants are considered without discrimination with regard to race, color, religion, sex, national origin, age, disability or other protected status.