



## **JOB DESCRIPTION THRIFT STORE MANAGER**

The successful candidate will be called of God, be committed to serve as a member of a faith-driven team, and have a strong interest in the overall service and ministry of Grace Initiatives. The Store Manager will be responsible for operating Chapter2 Furniture and Thrift Store, a social enterprise which supports the programs and services of Grace Initiatives. The ideal candidate will be highly energetic, friendly and seek to find innovative ways to manage and improve the thrift store. The right candidate will be committed to creating a professional, yet loving atmosphere and will desire to instruct and serve alongside staff and volunteers, to serve our young moms, the community and each other.

Grace Initiatives is a Christ-centered non-profit organization focused on empowering pregnant young women to prepare for their futures and their babies' futures by providing housing, counseling and life-skills education. The staff and volunteers of Grace Initiatives strive for excellence in all of our work. The leadership of Grace Initiatives is forward-thinking and continually seeks out (sometimes non-traditional) ways to fulfill our mission.

The Thrift Store Manager shall report to the Executive Director for all thrift store operations issues. This position is a full-time, exempt, salaried position.

### **Position Objectives:**

To manage and oversee the operations of the Chapter2 Furniture and Thrift Store located in Lacey Township. Chapter2 Thrift Stores provide our clients with community-based job experience, hands-on application of learned skills and simultaneously serves as a major funding source for Grace Initiatives' programs.

### **Job Description:**

#### **As related to Thrift Store operations:**

1. Oversee the general operation and success of the retail thrift store, including receiving and processing donations, as well as displaying merchandise.
2. Manage and direct the sales performance of the store.
3. Coordinate, schedule and manage furniture donation deliveries and pickups.

4. Work with the Executive Director to utilize and analyze sales reports for optimal store performance.
5. Coordinate and manage staff, volunteers and their schedules and assigned duties.
6. Train volunteers and state work-program participants in thrift store duties.
7. Operate a cash register, reconcile cash with sales receipts, and keep record of transactions.
8. Recruit donations and otherwise support fundraising activities of the ministry in coordination with the Executive Director.
9. Uphold the cash handling policy and properly execute the procedures.
10. Be responsible for the positive image of the thrift store and promoting its purpose in the ministry of Grace Initiatives, to the community.
11. Uphold biblical standards in all facets of job performance.
12. Perform other duties as assigned.

**As related to client services:**

1. Supervise clients working in our job-training program; model the target skills and related behaviors, and uphold healthy boundaries in the working relationship
2. Participate in in-services trainings.
3. Understand and comply with Grace Initiatives' Policies & Procedures.
4. Maintain confidentiality for every young woman and her child.
5. Advocate for the clients, with the customer base as well as the community.
6. Utilize educational opportunities to further professional development.
7. Uphold biblical standards in all facets of job performance.
8. Perform other duties as assigned.

**Qualifications:**

1. Three years, or more of retail and management experience.
2. Familiarity with merchandise promotion and sales techniques.
3. Experience managing staff in a retail environment.
4. Genuine enthusiasm for the success of Grace Initiatives and an ability to communicate that enthusiasm to the community.
5. Be in good physical condition and be able to lift and carry a minimum of 20 pounds.
6. Shall not be the perpetrator in a substantiated report of neglect or abuse.
7. Able to maintain proper confidentiality for each resident.
8. Have a valid NJ Driver's License.

**In addition, the right person will**

1. Be a resourceful self-starter with an ability to follow through on a wide range of projects
2. Be reliable,  
pay attention to detail,  
enjoy a fast-paced work environment,  
dependable,

- very organized,  
able to work independently, yet be willing to be a team player,  
a creative problem-solver and be able to meet deadlines.
3. Have a strong interest in the mission and successes of Grace Initiatives' programs.
  4. Be active in a local church, and possess good spiritual and emotional health.

Please forward a Cover Letter, a resume and 3 references to the attention of:

Rhonda Tomko, Ex Dir

Rhonda@graceinitiatives.org

or via mail to:

Grace Initiatives

509 N. Main St., Unit 4

Lanoka Harbor NJ 08734