

***ditto* Store Director**

Job Description

Purpose: A focused leadership position to oversee the operations of the store and is dedicated to goals that will broaden the base of support for the store, including donors, volunteers and customers, to ultimately increase the sales and overall success of ***ditto***.

Accountability: The position reports directly to the ***ditto*** Board

Requirements: This is a 30-40 hour a week, year-round position requiring some nights and weekends, and the ability to drive, and to lift and move furniture

Qualifications:

- 3+ years of experience working in retail industry
- Capable of envisioning the Board's objectives and translating them into manageable, tangible, achievable goals
- Strong interpersonal communication skills
- Able to relate well with people and delegate responsibilities to others
- An attitude centered around others, the ability to lead graciously, openness to new ideas, be a self-starter, team oriented, organized, pressure tolerant, and dependable

Main Responsibilities:

- Hire, manage and evaluate staff members
- Coordinate scheduling for staff to ensure proper coverage is met
- Facilitate monthly manager and student meetings
- Develop, implement, and enforce policies
- Create communication with staff and volunteers regarding policies, weekly sales, and other information
- Ensure a positive atmosphere exists among volunteers and managers
- Daily contact with the store to aid managers with whatever needs they are encountering, including support and backup to the manager's role
- Oversee the purchasing of all supplies and inventory and scheduling deliveries and pickups
- Maintain ***ditto*** image by ensuring quality products are placed on floor, with an upscale layout
- Monthly Report to Board of Directors on all store functions and attending monthly board meetings
- Communicate as needed with the leaders of the facility, volunteer, inventory, finance, and marketing committees

- Plan and coordinate all marketing campaigns and materials
- Organize and oversee annual Volunteer Appreciation Dinner, bi-annual State of the Store, and other store events, and coordinate staff/volunteer appreciation gifts
- Act as gatekeeper for store maintenance and utilities support
- Act as the main point of contact for all emergencies and issues

Interested candidates may contact:

Shelley Plaggemars at shelleyplaggemars@charter.net