



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

Habitat DC-NOVA Job Posting

Position Title: Retail District Manager

Employment Type: Full-time

Compensation: The salary for this position is up to \$85,000/year. Salary commensurate with experience and qualifications.

Reports to: VP of Operations

POSITION OVERVIEW

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) seeks a business savvy, mission-driven, relationship builder to join our ReStore team as a Retail District Manager. The ideal candidate will have at least five years in managing multiple store locations and be a “go-getter” in advancing the ReStore mission within the community. The candidate will lead the team in advancing, utilizing and optimizing volunteers in support of the ReStores’ mission. The Retail District Manager should have proven experience in mentoring and developing staff at all professional levels.

The Retail District Manager is responsible for increasing store profitability by diversifying revenue streams, efficiently managing current operations, developing ReStore expansion strategies, and supervising acquisitions, marketing, and promotion of the ReStores in the community.

Compensation and Benefits

Habitat DC-NOVA strives to foster a collaborative, supportive, and flexible work environment with a dynamic and passionate team that is committed to creating affordable homeownership opportunities for everyone.

The salary of this position is up to \$85,000/year. Compensation commensurate with experience and qualifications. We offer a competitive salary and benefits package including healthcare benefits, vision benefits, dental benefits, life and disability insurance, retirement savings plan with an employer contribution, generous paid time off, and more.

DC Office: 2115 Ward Ct. NW, Ste 100 · Washington, DC 20037 · Phone: (202) 882-4600 · www.dchabitat.org

NOVA Office: 6295 Edsall Road, Ste 120 · Alexandria, VA 22312 · Phone: (703) 521-9890 · www.habitatnova.org

About Habitat DC-NOVA

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) believes that everyone deserves a safe, decent, and affordable place to call home. We help families with low and moderate incomes build strength, stability, and self-reliance by creating and preserving affordable homeownership. While we are best known for building and selling affordable homes, we do so much more: we repair existing homes, mobilize and advocate in support of pro-housing policies and solutions, provide homeowner financial education, and engage thousands of volunteers across the region. Habitat DC-NOVA ReStore is the retail arm of the affiliate, specializing in the resale of new and gently used furniture, appliances, and building supplies. Store profits help Habitat DC-NOVA bring together local families, community partners, volunteers, faith-based organizations, companies, and individuals to serve families in need of shelter. Habitat DC-NOVA launched in 2022 when DC Habitat and Habitat NOVA combined to become a single, regional organization. You can learn more about our work at www.dchabitat.org and www.habitatnova.org.

Essential Duties

- Represent ReStore 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 ReStore customers
- Provide expertise and sales training for ReStore Managers
- Manage all aspects of human resources for the stores, in conjunction with store managers
- Network with other ReStores 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
- Investigate growth potential for opening new ReStores

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties and responsibilities held by this position.

Responsibilities may change over time. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

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Qualifications

- Bachelor's Degree or equivalent experience, in business or related field preferred
- At least 5 (ideally 10) 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
- 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

Why You Might Really Like This Job

- Your stores have enormous social impact – recycling and upcycling upwards of 2,000 tons of product each year that would have otherwise ended up in a landfill. This is a high-visibility role with immense importance to the community; you can take pride in your work as you better the lives of those around you
- Your stores have enormous financial impact. The profit from your stores fuels the ability to build more homes for community members in need
- Your professional growth will be escalated to the next career level as you learn all aspects of operations from site selection of new stores to ever-increasing excellence in the management of existing stores

To Apply

To apply for this position, please submit a resume and cover letter with your desired salary to Ivy Johnson at ijohnson@habitatnova.org. Include Retail District Manager in the subject line. You may also apply online via our postings.

Habitat for Humanity of Washington, DC & Northern Virginia is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.