

Community Warehouse Job Announcement

Title: Enterprise Director

Field: Non-Profit

Supervisor: Executive Director

Hours: 30-40 Hours per week

Salary range: \$48,000-\$58,000 annually

Additional financial incentives: up to \$12,000 per year

Application due by July 19th, 2019

Community Warehouse is your local, nonprofit furniture bank! Through two locations (Portland and Tualatin) and partnerships with over 200 social service agencies, public schools, and faith communities, Community Warehouse helps 60 families *every week* stabilize their lives by redistributing donated furniture and household items that turn housing into more comfortable, functional homes.

Community Warehouse is searching for an Enterprise Director to increase our capacity to serve our community by leading our Estate Stores, which curate and sell a percentage of donated items to fund the general operations of the furniture bank. The ideal candidate will have excellent communication skills, value working in a multicultural and inclusive equity-focused environment, enjoy growth-oriented retail environments, and be a dynamic customer service specialist.

As the Enterprise Director, you will oversee the success and daily operations of two Estate Stores. You will supervise two direct reports and manage a team of seven. Your office will be located at the Tualatin Warehouse; however, your time will be equally split between each location (Portland and Tualatin).

Essential Functions:

- Generate annual sales goal from both locations combined
- Provide direction for all Estate Store Staff, volunteers, training and set incentives
- Share Community Warehouse's mission with customers who enter the stores
- Maintain POS systems for inventory and sale tracking, and generate weekly and monthly reports
- Manage payroll efficiently to maintain a proper level of cost
- Create a strategy to increase social media presence through sites such as Instagram, Craigslist, and/or NextDoor.

- Elevate procurement practices to ensure consistent high-quality items for both stores. Establish relationships with potential donors, such as: retail stores, estate sale representatives, warehouses, and individuals
- Establish guidance and expectations for the selection of donated goods for store, pricing, and merchandising
- Manage maintenance repairs and upgrades to the physical plants of both stores.

Qualifications:

The ideal candidate is brave, fearless, generous, collaborative, and spirited. They will demonstrate excellent organizational and, communication skills and be able to lead a team to achieve goals. This candidate will have experience working with a diverse group of people, adapting quickly to ambiguity, and allocating time to execute multiple tasks & changing priorities. Additionally, they will demonstrate:

- 4+ years as a retail store manager and/or multi-unit supervisor
- Proven ability to manage staff to exceed sales goals while maintaining payroll budgets
- Ability to be mobile on the sales floor for extended periods of time, with accommodations and/or modifications upon request.
- Availability to work closing shift a minimum of three times per week, inclusive of one Saturday & one Sunday per month, in addition to annual inventory
- Ability to lift & mobilize medium to large items, up to 75 lbs., while utilizing appropriate equipment & safety techniques - we can provide accommodations and/or modifications upon request.
- Proficiency in Microsoft Suite, GSuite (Google), Typepad, and Quickbooks. Experience with POS software preferred.
- Experience in merchandising, floor layout, and keen understanding of marketing to maximize sales that benefit our community
- Familiarity with vintage and antique merchandise and market-rate pricing.
- An understanding and commitment to the goals and mission of Community Warehouse

Estate Store Operational Functions:

- Full management responsibility for stores; inventory management
- Effectively manage the financial aspects of stores, reduce obsolete stock, and define min/max stock
- Maintain documentation of Estate Store policies & procedures and ensure they are updated and enforced

- Implement the Estate Store communications plan in collaboration with Community Warehouse's Communication Director
- Strategize and implement marketing strategies to improve store visibility & foot traffic
- Participate in weekly leadership meetings
- Work closely with the Board of Director's Enterprise Committee to increase sales and expand market.
- Spearhead display and merchandising standards that reflect current trends
- Set goals and ensure merchandising quality, store organization, and overall cleanliness of stores
- Ensure large business donations are tracked and donors are acknowledged
- Solicit estimates from contractors and manage remodeling projects related to stores

To apply, please email resume and cover letter to dunetchka@communitywarehouse.org
Write in the subject line of the email: **Enterprise Director Application**

Community Warehouse is an Equal Opportunity Employer.