

Job Title:	Store Manager	Job Category:	
Department/Group:	Resale Store	Job Code/ Req#:	
Location:	Stafford, TX	Travel Required:	To agency locations
Level/Salary Range:	Salary	Position Type:	Full-Time; Exempt
HR Contact:	Angie Wright	Date posted:	Click here to enter a date.
Will Train Applicant(s):	Yes	Posting Expires:	Click here to enter a date.
External posting URL:			
Internal posting URL:			

Job Description

POSITION: STORE MANAGER

ABOUT THE ROLE:

THIS ROLE GOES BEYOND A TYPICAL RETAIL POSITION. WE OFFER A STRUCTURED SCHEDULE WITH GENEROUS TIME OFF (PTO), WORKING FROM 10 AM TO 6 PM WITH ONE WEEKEND DAY REQUIRED. ADDITIONALLY, WE PROVIDE WELLNESS TIME TO SUPPORT YOUR WELL-BEING. OUR TEAM IS HIGHLY COLLABORATIVE, AND WE'RE ALL COMMITTED TO MAKING A DIFFERENCE. THIS JOB IS ESPECIALLY REWARDING, AS WE CONTRIBUTE TO THE FIELDS OF DOMESTIC VIOLENCE AND SEXUAL ASSAULT SUPPORT. IT'S NOT AN OFFICE JOB; IT'S HANDS-ON AND IDEAL FOR ENERGETIC INDIVIDUALS WHO ENJOY WORKING CLOSELY WITH A DEDICATED TEAM."

AS THE STORE MANAGER, YOU WILL BE AT THE FOREFRONT OF OUR RESALE STORE, WHICH DIRECTLY SUPPORTS THE FORT BEND WOMEN'S CENTER THROUGH DONATIONS. THIS DYNAMIC ROLE INVOLVES LEADING A PASSIONATE TEAM, MANAGING INVENTORY, DRIVING STORE PERFORMANCE, AND CREATING A WELCOMING ENVIRONMENT FOR OUR COMMUNITY. YOUR WORK WILL BE PIVOTAL IN MAXIMIZING REVENUE AND FURTHERING OUR MISSION.

KEY RESPONSIBILITIES:

OPERATIONS & STORE MANAGEMENT:

- OVERSEE DAILY STORE OPERATIONS, INCLUDING OPENING AND CLOSING PROCEDURES, ACCEPTING DONATIONS, PRICING, CASH HANDLING, AND SAFETY PROTOCOLS.
- ENSURE ACCURATE RECORD-KEEPING AND EFFICIENT INVENTORY MANAGEMENT, INCLUDING REGULAR ASSESSMENTS AND STOCK ROTATION.
- COORDINATE TIMELY MAINTENANCE AND TECHNOLOGY SUPPORT REQUESTS TO KEEP STORE OPERATIONS RUNNING SMOOTHLY.
- IMPLEMENT ASSET PROTECTION STRATEGIES TO PREVENT SHRINKAGE AND MAINTAIN SECURITY MEASURES FOR STAFF, CUSTOMERS, AND VOLUNTEERS.

PERFORMANCE & FINANCIAL OVERSIGHT:

- MONITOR KEY PERFORMANCE INDICATORS (KPIs) AND USE DATA-DRIVEN INSIGHTS TO IMPROVE STORE PERFORMANCE AND DRIVE REVENUE.
- MANAGE STORE BUDGETS, TRACK EXPENSES, AND ENSURE ACCURATE FINANCIAL TRANSACTIONS.
- SET PERFORMANCE GOALS, TRACK PROGRESS, AND ADJUST STRATEGIES TO MEET OBJECTIVES.

TEAM LEADERSHIP & DEVELOPMENT:

- LEAD, TRAIN, AND MENTOR A TEAM OF ASSOCIATES AND VOLUNTEERS TO ENSURE SMOOTH STORE OPERATIONS.
- FOSTER A POSITIVE, SUPPORTIVE, AND COLLABORATIVE TEAM ENVIRONMENT.
- ADDRESS ANY TEAM CONFLICTS OR CONCERNS PROFESSIONALLY WHILE CULTIVATING A CULTURE THAT EMBODIES FBWC'S CORE VALUES: SERVICE, PASSION, INTEGRITY, RESPECT, INNOVATION, AND TEAMWORK.

VISUAL MERCHANDISING & MARKETING:

- MAINTAIN A CLEAN, ORGANIZED, AND INVITING ATMOSPHERE.
- IMPLEMENT CREATIVE MERCHANDISING STRATEGIES TO ENHANCE PRODUCT VISIBILITY AND INCREASE SALES.
- WORK CLOSELY WITH THE MARKETING TEAM TO PROMOTE STORE EVENTS AND INITIATIVES.
- CULTIVATE COMMUNITY PARTNERSHIPS AND ENGAGEMENT TO BOOST STORE VISIBILITY AND RAISE AWARENESS FOR THE FBWC.

QUALIFICATIONS:

- BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION, NONPROFIT MANAGEMENT, OR RELATED FIELD.
- 4+ YEARS OF PROVEN RETAIL OR NONPROFIT MANAGEMENT EXPERIENCE.
- STRONG LEADERSHIP, COMMUNICATION, AND TEAM MANAGEMENT SKILLS.
- PROFICIENCY WITH POINT-OF-SALE SYSTEMS, MICROSOFT OFFICE, AND STORE REPORTING TOOLS.
- A PASSION FOR SUSTAINABLE FASHION AND NONPROFIT WORK IS A PLUS.
- ABILITY TO LIFT UP TO 30 LBS, NAVIGATE A 2-STEP LADDER, AND BEND OR STOOP AS NEEDED.
- VALID TEXAS DRIVER'S LICENSE AND AUTO LIABILITY INSURANCE REQUIRED.
- SUCCESSFUL COMPLETION OF BACKGROUND CHECKS AND DRUG SCREENING.
- FLEXIBILITY TO WORK EVENINGS, WEEKENDS, AND HOLIDAYS AS NEEDED.

JOB DETAILS:

- FULL-TIME POSITION
- PAY: \$52,000 – \$55,000 ANNUALLY
- BENEFITS INCLUDE:
- 403B RETIREMENT PLAN
- HEALTH, DENTAL, AND VISION INSURANCE
- PAID TIME OFF
- EMPLOYEE DISCOUNT
- FLEXIBLE SPENDING ACCOUNT

WORK LOCATION: IN-PERSON, AT THE STORE

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____