



Position: Hope's Closet Assistant Manager-Donations

Location: Arlington Store

Reports to: Store Manager

Supervises: Donations Associates

Classification: Full Time, Exempt

Objective

To lead and direct the donations team to implement processes to obtain and prepare inventory in order to drive sales revenue while keeping focus on The Church of Eleven22 vision of being a movement for all people to discover and deepen a relationship with Jesus Christ.

Key Responsibilities

- Minister of the gospel
- Manage day-to-day operations of donation receipt, cleaning, pricing, storage, distribution, replenishment
- Develop, manage and motivate Hope's Closet donations staff and serve staff to efficiently work in high volume environment
- Lead team in providing excellent donation drop-off service
- Lead in the reporting on department – ie: donation processing, inventory estimation and serve staff hours
- Manage inventory tracking logs with estimated inventory count
- Meet processing goals of needed product and provide weekly updates on department
- Maintain equipment rental and thrift by the pound logs
- Coordinate with Assistant Manager – Donations, in donation pickups
- Responsible for proper safety and security policies/processes
- Scheduling for department and may also include leading in the recruitment of serve staff
- 24/7 on call Hope's Closet contact, shared with store manager and facilities.
- Assist in serve staff orientation using these times to cast vision

Competencies

- Model The Church of Eleven22 mission, vision and core values.
- Demonstrated ability to make disciples who make disciples
- Thrives in a fast-pace work environment
- Current Florida driver's license and clean driving record
- Strong, pro-active communication (verbal and written) and interpersonal skills
- Ability to cast vision to develop a large serve staff team
- Possess strong organizational, planning and problem-solving skills

Education & Experience

- Completion of a bachelor's degree preferred, but not required
- 3-5 years of relevant work experience
- Experience managing multiple employees/volunteers



Position Type/Expected Hours of Work

This is a full-time, exempt position which reports to the Store Manager. Days and hours may change weekly based on store needs. Weekends required.

Work Environment

This job operates in a professional retail environment which includes both sales floor and warehouse/stockrooms. This role routinely uses retail fixtures and equipment like dollies, ladders, hand carts, box trucks, rolling racks and forklifts.

Physical Demands

Must be able to:

- Stand or walk on concrete flooring for prolonged time periods
- Bend, lift, grasp, reach, push and pull materials
- Walk on uneven surfaces, ladders and stairs
- Label, sort and stock. Occasionally lift up to 50lbs

EEO Statement

The Church of Eleven22 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status or any other characteristic protected by federal, state or local laws. The Church of Eleven22 reserves the right to discriminate on the basis of religion to the full extent permitted by law.