



JOB DESCRIPTION: THRIFT MANAGER

General Description

This position will be responsible for:

- † Managing the various components of daily operations of the thrift store including retail, production and ministry.

Well Core Values

The qualified candidate will be aligned with the Well's Core Values:

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| <p>1. Jesus Centered</p> <ul style="list-style-type: none"> ○ Proclaims Jesus as Lord and Savior ○ Spends time in the Bible ○ Follows spiritual disciplines (study, prayer, fasting, fellowship, worship, confession, personal reflection, Sabbath, service, solitude, submission, giving) ○ Offer prayers for the ministry, those we serve, and teammates ○ Seeks Jesus in our personal journey ○ Celebrates that my personal journey with Jesus is unique to me | <p>2. Servant Hearted</p> <ul style="list-style-type: none"> ○ Displays the Fruits of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control) ○ Supports others by putting their interest ahead of our own ○ Lends a hand when it is needed ○ Helps others even when it is uncomfortable |
| <p>3. Relational</p> <ul style="list-style-type: none"> ○ An active listener who is present in the moment ○ Willing to step toward a new relationship and engage with people not like us ○ Gets to know teammates (families, gifts, etc.) ○ Speaks positively about and encourages teammates ○ Builds others up and spurs teammates on in ministry ○ Believes the best in others | <p>4. Kingdom Minded</p> <ul style="list-style-type: none"> ○ Has the eyes to see individuals and how God created them ○ Unshockable in what the world throws at us ○ Focuses on God's glory with an eternal mindset ○ Has a goal of advancing the gospel on earth and reaching the lost ○ Willing to partner with other kingdom minded organizations |
| <p>5. Passionate for the Ministry of the Well</p> <ul style="list-style-type: none"> ○ Sees role within the ministry as a calling ○ Stands firm in ministry and unshakeable in the day ○ Advocates for the mission through words and actions ○ Holds teammates accountable to the mission ○ Moves forward as a united team when a decision is made | <p>6. Growth Minded</p> <ul style="list-style-type: none"> ○ Has a desire to be a life-long learner ○ Open minded and seeks to understand the perspective of others ○ Recognizes that personal growth feeds organizational growth ○ Recognizes that the way things are is not how they will be and is open to change ○ Has the courage to step forward into the new and unknown |

Desired Skills and Character Traits (*1 Timothy 3:1-13*)

- † Servant-minded and submissive in spirit
- † Hospitable & welcoming
- † Able to respond with sensitivity
- † Team player
- † Exemplary integrity and work ethic
- † Teachable spirit
- † Discerning in conversations
- † Eagerness to contribute
- † Flexibility
- † Disciplined with time and effort
- † Organized, detail oriented, and process focused
- † Able to maintain confidentiality
- † Professional
- † Develops others
- † Fosters Connection

Desired Spiritual Gifts (*1 Corinthians 12:1-31; Romans 12:1-21*)

- † **Administration:** Able to develop and manage people and organizational systems
- † **Exhortation:** Able to encourage and motivate volunteers, donors, and supporters; gracious with others in all situations
- † **Serving:** A focus on meeting needs, both in those we serve and those that serve alongside us
- † **Leadership:** Able to lead others by example with clear direction and wisdom
- † **Hospitality:** Develops an invitational and welcoming culture

Key Areas of Responsibility

General Responsibilities

- † Collaborate with Director of Retail in displays, layout, branding and marketing efforts
- † Direct social media publications that align with marketing plan
- † Responsible for managing reporting from POS and Excel sales tracking
- † Will manage operation to reach sales and budget projections
- † Provide spiritual leadership to Thrift team

Manage Thrift Store

- † Implement and carry out the lean principles of production
- † Maintain and direct receiving donation process at the donation door
- † Coordinate and/or oversee the furniture pick-ups and deliveries
- † Uphold the Purpose statement of The Well through branding, customer interaction and shopping experience

Personnel Management

- † Equip, train, and manage staff, service groups and weekly volunteers
- † Ensure team time keeping is completed for payroll and volunteer management
- † Collaborate with Volunteer Coordinator to schedule and plan for large service groups

Other requirements

- † Ability to see in color vision, to read and to hear instructions from others; to regularly stand, use hands at counter height for grasping, holding and reaching and to lift up to 50 pounds; to occasionally, bend, kneel and climb stairs and lift up to 75 pounds.
- † Will be required to become fork-lift and personnel-lift certified (training provided)
- † This position may include evening or weekend hours as needed
- † Will require general knowledge of computers and be able to use Office 365 and other basic business software.