



Job Title: Manager of Resale Ministry

Reports to: Executive Director

Love In the Name of Christ (Love INC) of Littleton is an affiliate of Love INC, a national movement operating in 30 states. Our mission is to mobilize the local churches to transform lives and communities in the name of Christ.

Renewed Treasures is Love INC's local resale store with the purpose of supporting the Love INC mission by offering quality resale goods to serve the community and share Christ's love. The store is located at 6512 S. Broadway with store hours Tuesday – Saturday, 9am – 5 pm. Renewed Treasures has a dedicated volunteer base and loyal customers who appreciate the boutique charm, neat and clean environment, and high-quality merchandise.

The **Manager of Resale Ministry** will reflect the mission of Love INC in the store and in the community, run the daily operations of the store, and support related ministries such as church and community work groups, Love INC clients, and special events. To the maximum extent practical, tasks should be accomplished by utilizing volunteer participation.

Position Duties and Tasks:

Provide organizational leadership, spiritual guidance, and collaboration with Love INC ministries

- Uphold the mission and core values of Love INC and promote prayer throughout the store and related ministries
- Participate in planning and collaboration with all Love INC staff to maximize mission effectiveness
- Work with the Church Outreach Coordinator to promote church partnership

Recruit and lead a volunteer staff in an inclusive, supportive manner

- Recruit, train, and supervise volunteer staff to meet the ministry and financial goals of Renewed Treasures
- Provide a safe and inviting volunteer experience
- Implement and maintain work schedules for volunteers

Oversee daily resale operations

- Provide leadership, policies, and procedures for effective and consistent processing, sales, and promotions
- Ensure the store is kept neat, safe, and clean, maintaining an appealing shopping experience for customers
- Maintain a rotation schedule to keep fresh merchandise on the sales floor
- Oversee processing of donations, identifying other places (churches/organizations) where quality donations can be used
- Coordinate maintenance of the IT, surveillance, and POS systems
- Oversee internal maintenance and coordinate external maintenance with the landlord

- Ensure an adequate inventory of office and processing supplies is maintained at the store
- Close and balance the register at the end of each business day; ensure timely reports and deposits
- Promote opportunities that maximize the reach of Love INC’s resale ministry
- Seek continuous improvement

Other duties as assigned

Position Qualifications:

- A personal relationship with Jesus Christ; belief in the mission of Love INC
- Excellent communicator in spoken and written word; proficient in Microsoft Office
- Strong leadership skills and experience working in a supportive, respectful manner with volunteers and staff
- Able to organize, prioritize and problem-solve
- Exhibits a positive, resilient mindset
- High school diploma or equivalent
- Able to pass a background check
- Able to lift up to 40 lbs
- Ability to learn new processes and technology

Desired Skills and Traits:

- Actively involved in a church
- Retail or resale experience
- Proficient on POS systems (experience with Lightspeed preferred)

Salary and Benefits:

Salary \$44,000-\$48,000/year dependent upon experience. Benefits include accrued vacation and paid leave, IRA Contribution, and being a part of a vibrant ministry with a dedicated team.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

HR use only	
Job code	Full-time
Position title	Manager of Resale Ministry
Management? (Yes/No)	Yes
E/NE status	Exempt
Last revised	October 2022