



Job Title: Manager of Resale Ministry

Reports to: Executive Director

Love In the Name of Christ (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 mission: Supporting the Love INC mission by offering quality resale goods to serve the community and share Christ's love.

Renewed Treasures has a dedicated volunteer base and loyal customers who appreciate the boutique charm, neat and clean environment, and high-quality merchandise.

Job Responsibilities:

The Manager of Resale Ministry will work full-time, primarily at Renewed Treasures, currently at 6512 S. Broadway, during store hours: Tuesday-Saturday, 9am-5pm.

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.

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 and discipleship throughout the store and related ministries
- Participate in planning and collaboration with Love INC staff to maximize mission effectiveness and reach
- Clearly identify and communicate direction for store operations and related ministries to Love INC volunteers and staff

Recruit, support and supervise volunteer staff using excellent management skills

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

Oversee daily resale operations

- Provide leadership, policies, and procedures for effective and consistent processing, sales, and promotions
- Maintain the computer, surveillance, and POS systems; be the store's contact person to work with the landlord
- 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
- Ensure adequate office and processing supplies are maintained at the store
- Close the register at the end of each business day; ensure timely reports and deposits

Oversee and onboard opportunities that maximize the reach of Love INC's resale ministry

- Seek continuous improvement in store performance, ministry opportunities, processes, and systems
- Oversee processing of donations in both the store and warehouse, identifying other places (churches/organizations) where quality donations can be used

Other duties as assigned

Position Qualifications:

A personal relationship with Jesus Christ; belief in the mission of Love INC

Excellent communicator in the spoken and written word; proficient in Microsoft Office Suite

Strong leadership skills; experience motivating and supervising volunteers

Able to organize, prioritize and problem-solve; exhibits a positive, resilient mindset

High school diploma or equivalent; quick learner

Able to pass a background check; able to lift 20 lbs

Desired skills and traits:

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

Salary and Benefits:

Salary \$40,000-\$44,000/year dependent upon experience. Benefits include accrued vacation and sick time, IRA Contribution, and being a part of a vibrant ministry with a dedicated team.

Please submit resume and cover letter to kathryn@loveinlittleton.org. Please, no phone calls. This position will remain open until filled.

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	August, 2021