Job Description: RE Store Director

About the Position
The Director of The RE Store is responsible for overall management of all aspects of the RE Store. The Director of The RE Store serves as an advocate and community spokesperson, and oversees the growth of The RE Store model. This is a full-time (36 hours/week), exempt position that reports to the Executive Director of RE Sources. This position is based in Bellingham, Washington.

About RE Store

The RE Store is a nonprofit program with a retail location in the Fountain District of Bellingham. We exist to divert as much reusable material as possible from the landfill and to build a culture of reuse in our community. Our retail location features salvaged and reclaimed building materials, vintage decor, and a facility to receive lightly used donated items. The RE Store was founded in 1993 and is a program of RE Sources, a 501(c)(3) nonprofit organization.

RE Sources stands against racism, white supremacy and the ingrained structures and institutions that enable and perpetuate them. Indigenous, Black and other communities of color are frequently the most harmed by environmental degradation. We envision a future where every person benefits from clean energy, less pollution and thriving local re-use economies.

Responsibilities:

Program development and implementation

- Facilitate planning and development of RE Store programs.
- Exploration and development of new program opportunities, including feasibility analysis, budget development, etc.
- Solicit and track grants to support new and existing programs within the RE Store
- Oversee material acquisition including developing relationships with key agencies and contractors through our salvage services.
- Oversee all aspects of retail operations including sales, marketing, outreach, merchandising, and customer relations.
- Oversee our community jobs training program including promotion, recruitment, agency relations, partnership relations, tracking, and compliance.
- Oversee Revision Division including, production, material acquisition, product development, business planning, wholesale accounts, on-line accounts, sales and marketing.
- Oversee our manufacturing waste reduction efforts including building case studies, by-product audits, promotion, discovering new markets, and acting as a community hub for material distribution.
- Research and business development of new markets in an effort to diversify revenue streams.

**Financial Management & Legal Compliance**

- Ensure that The RE Store revenue goals are consistently met across all areas of its operations and budget (store sales, salvage operations, foundation grants, individual donors and events) are met.
- Prepare and manage the annual RE Store budget.
- Track monthly financial performance and make adjustments in both expenses and revenue strategies as needed to ensure The RE Store’s financial health.
- Coordinate with the administrative team to ensure AP/AR tracked and processed appropriately.
- Work closely with The RE Store management team to ensure financial viability of the stores and salvage services operations.
- Approve and oversee RE Store contractual obligations.
- Oversee and approve all RE Store purchases of operating supplies, tools, assets, and equipment.
- Evaluate RE Store capacity and needs.
- Evaluate and develop business plans for new program areas within the RE Store, including staffing, facilities, and revenue analysis.
- Oversee/manage policies that mitigate potential risks to the organization including physical, legal, financial and reputational risks.

**Human Resources Management**

Work with the Operations Director and RE Store Management Team to:

- Oversee managers in the hiring and evaluation process of all RE Store staff.
- Ensure proper training and orientation of all RE Store staff members.
- Supervise and evaluate all direct reports (Store manager, Salvage Services manager, Community Jobs manager, REvision Division manager, Design Build Program manager, and Outreach & Marketing manager).
- Identify and implement staff training and professional development opportunities/needs.
Facilities Management
- Plan, budget for, and supervise facility improvements and maintenance.
- Plan and evaluate facility layout and storage systems.
- Monitor facilities to ensure employee and customer safety, and compliance with all applicable codes and regulations.
- Review and approve the purchase of necessary tools, equipment, and services
- Ensure that terms of all leases are met.

Community Partnering, Business Development, & Networking
- Position The RE Store as a leader in waste management and re-use issues, locally and regionally.
- Develop working relationships with elected officials, community leaders, and other nonprofit leaders.
- Serve as the RE Store figurehead and spokesperson for the media, and at events and conferences.
- Help plan and implement RE Store events and fundraising activities.

Required Qualifications
- Bachelor's Degree preferred in business, environmental science, public administration, policy, or related field; equivalent work experience will also be considered.
- Five or more years of senior management and supervisory experience.
- Five or more years financial management experience, developing and implementing complex budgets of $1 million or more.
- Demonstrated leadership ability, including the ability to motivate a diverse staff to support a collaborative and participatory work environment.
- Excellent organizational skills and the ability to juggle multiple tasks and complete projects in a timely manner.
- Five or more years project/logistics management experience.
- Knowledge of marketing and business environment.
- Exemplary oral and written communication skills, and ability to speak well publicly.
- Strong understanding of nonprofit operations and management.
- 5 years or more experience managing large retail operations, preferably nonprofit retail management.
- Excellent computer skills.
- Commitment to the organizational mission.
Preferred Qualifications

- Experience managing nonprofit earned income ventures
- Knowledge of the value and uses of a wide range of building materials; used building materials, architectural features, and/or green building experience highly desirable.
- Environmental education, advocacy and/or green building program management.
- Sense of humor, creativity, innovation and entrepreneurial skills are a plus.

About working with RE Sources
Our mission has never been so critical and making an impact in the world starts with building and maintaining a healthy, vibrant organization. The working environment at RE Sources is fun, inspiring, and extremely rewarding. We offer a flexible work schedule and opportunities for professional growth. Our staff are passionate about protecting the environment, maintaining a supportive, friendly work culture, and modeling our organizational values of interdependence, accountability, justice, impact, and hope.

We strive for a diverse workforce that is representative of our region’s communities. RE Sources encourages applications from Black, Indigenous, People of Color, persons with disabilities, women and gender-nonconforming people. Data shows that women and BIPOC candidates often hesitate to apply for a job because they may not meet all the qualifications listed. If you feel passionate about our efforts and believe that you have the skills to contribute to the growth of our organization, we want to hear from you!

Compensation and Benefits
The position is full-time (36 hour work week) and reports to the Executive Director of RE Sources. The annual salary is $77,000-83,000 depending on qualifications and experience level and includes RE Sources’ full benefits package including medical, dental and vision insurance, generous amounts of paid time off and sick leave, and a 401(k) employer match. This position accrues vacation days and holidays as combined PTO at a rate of 30 days per year, and sick leave equal to 12 days per year. Health insurance coverage begins on the first day of the month that follows the work start date.

Application Instructions and Deadline
Please send a resume and cover letter as PDFs to hr@re-sources.org with the subject line RE Store Director. **Priority deadline September 15th, 2023 — Open until filled.**