



FOUNDATION

*Promoting Lifelong Fun Adventures for
the Developmentally Disabled Since 1968*

Flerish Design + Resale- Manager

JOB TITLE: Flerish Design + Resale- Manager
DEPARTMENT: Flerish Design + Resale
FLSA STATUS: Non-Exempt
EEO Classification 09
Safety Sensitive Position

SUMMARY: Flerish Design + Resale is an enclave of Civitan Foundation, an organization serving people with intellectual and developmental disabilities across the state of Arizona. Flerish is Civitan's Thrift Store and employment training center for our members. Civitan is searching for a new manager to come in who can help to take Flerish to the next level. Flerish opened four years ago and has a great donation funnel and dedicated sales staff of individuals with developmental disabilities. Now Flerish needs a strong leader to bring increased sales, exciting customer service and increased visibility through marketing. The manger each day would be promoting Fresh Resale items through social media, working to train our staff and increase their job skills, all while helping Flerish continue to meet revenue goals.

ESSENTIAL ROLES AND RESPONSIBILITIES:

Title

- Responsible for performance management and development of team members
- Develops and executes retail operations plan to achieve overall goals for operating income, revenue, and production
- Coordinates with Administration and GSE Director to develop and implement strategic plans to help drive donations.
- Monitors product levels (floor work, as-is, recycle, trash, seasonal back stock) daily to achieve bottom line sales budget against targets.
- Partners with community businesses and organizations to promote Civitan mission.
- Serves as a Civitan ambassador to the community
- Ensures that all team members are well-trained and provide the best possible services
- Ensures that we have a smooth Donation process with excellent customer service
- Ensures that Production Team processes, prices, and displays product per company standards and to achieve store goals

General Operations

- Partners with Civitan leadership to further business goals and ensure compliance with applicable policies, procedures, and regulations
- Ensures store locations are clean, well-kept, and reflect the Civitan brand appropriately
- Ensures team members deliver excellent customer service to donors and customers

Administration Functions

- Ensures payroll costs and operating costs are managed to budget
- Performs other related duties, as assigned

DESIRED QUALIFICATIONS AND SKILLS:

- High school degree or equivalent level of education
- Experience working with people with intellectual and developmental disabilities
- Organized in order to manage multiple projects simultaneously
- Team player who will collaborate with existing staff
- Current driver's license and valid auto insurance coverage required
- Valid Level One Fingerprint Clearance Card
- Required to pass a criminal/background check in accordance with Arizona Revised Statute 36-594 utilizing information on form DD-258 and fingerprint check

- Required to pass a pre-employment drug screening
- This position will require you to sit/stand for extended periods of time and be able to lift up to 50 lbs

ADDITIONAL INFORMATION:

Compensation commensurate with qualifications and experience. FILL IN THE BLANK. A strong candidate would possess a passion for success, a commitment to improving the lives of individuals with disabilities.

Interested and qualified candidates must submit a cover letter-highlighting qualifications and relevant experiences in relation to this position. Submit cover letter and resume via email to James Maloney (jobs@campcivitan.org), phone (602-953-2944). Visit www.civitanfoundationaz.org to learn more about the Civitan Foundation, Inc.

Signature Page

I have read and understand the job duties and responsibilities for this position. This Form indicates specific job duties that will be used as performance evaluation and improvement guidelines.

Employee Name - Print

Employee Signature

Date

Supervisor's Name - Print

Supervisor's Signature

Date