



## General Manager Job Position

We are seeking a dynamic, dedicated, and mission-driven General Manager to join our team. In this pivotal role, you will oversee the daily retail operations of our nonprofit organization's three reuse stores: The Repurpose Project, Reuse Planet and Renovator Reuse. The General Manager will work closely with organization leadership, site managers & staff to streamline systems, manage resources, and ensure operational excellence. If you're passionate about making a difference and have a proven track record in management, we invite you to apply and become part of our impactful organization.

**The Repurpose Project** is a nonprofit organization dedicated to innovating & building an alternative reuse retail system to protect people & the planet. We are committed to environmental, social and economic justice as well as sustainability for our planet and our organization. We are dedicated to building a positive work environment that values our staff members, our community and our mission.

### Requirements:

- Prior retail management experience (strongly preferred) (reuse or nonprofit management a plus)
- Able to identify priorities, delegate and ensure follow through
- Comfortable working collaboratively, adapting to change and making decisions based on organizational needs
- Strong skills in managing people, giving and receiving feedback and having difficult conversations
- Skilled in providing excellent customer service, keeping cool under pressure and de-escalation
- Ability and willingness to learn and use technology, such as smartphones, Slack, Google Suite, Facebook Marketplace and our point of sale software
- Weekend, weekday, and holiday availability

### In this role:

As General Manager you will oversee the retail aspect of the organization and work alongside the Donation Manager who oversees material flow through the organization. The General Manager will work closely with the Site Managers at each of the store locations to ensure things are running smoothly, they are meeting expectations, and they have the resources they need. You'll support Site Managers in staff management, setting and upholding expectations and strategizing how to meet organizational goals.



**This includes:**

- Monitoring store finances closely, balancing revenue and expenses
- Assisting in staff management, hiring, firing and various HR duties
- Overseeing facilities upkeep including some hands on maintenance
- Responding to safety issues and customer service incidents
- Performing support tasks like purchasing, deposits and maintaining cash-on-hand
- Collaborating with the donation manager to make sure materials are handled in alignment with our mission

You'll be involved in prioritizing the work, directing staff and ensuring follow through of tasks. Other duties include collaborating with the managers and staff at our donation center and bulk store, bridging communication across stores and ensuring organizational policies are followed. Successful managers display daily hustle, positive leadership and are willing to adapt to the shifting needs of the organization. You are encouraged to apply if you have managerial experience or reuse retail strategy expertise. We have a 90 day probationary period.

**All of our successful team members:**

- Care about our organization's mission
- Can work hard and be productive while having fun!
- Communicate clearly, kindly and honestly
- Own their mistakes and learn from them
- Can hold others accountable in a productive way
- Work hard so that our organization, staff, and community thrive

**Benefits:**

- Paid time off
- 401k with 3% matching (after 1 year of employment)
- Supportive work environment valuing the well-being of each employee
- Starting pay: \$25/hour based on experience

**Apply:**

Email your resume, cover letter and three references to [Jobs@RepurposeProject.org](mailto:Jobs@RepurposeProject.org)  
Please put "General Manager Job" in the subject line.

**We look forward to learning more about you!**