



Retail Manager

Job Description

LIFT-UP is the leader in providing equitable food security for individuals and families: educating, building understanding and support to end hunger from Parachute to Aspen. We believe access to fresh, healthy, and sustainable food provides hope and empowerment, strengthening our community.

The Opportunity:

We are seeking an experienced, innovative, and results-driven Retail Manager to spearhead the growth and operational excellence of LIFT-UP's thrift stores. This influential leadership role will lead initiatives across main areas, including thrift store facility management, at three locations, Glenwood Springs, Rifle, and Parachute, online sales program development and oversight of retail staff. We place strong emphasis on cultivating inclusivity for fostering innovation, clear, concise, and consistent communication with our organization and with external partnerships.

The Retail Manager will help to execute strategic plans aligned with our mission and goals, enhance efficiency and effectiveness to protect the organizations financial health, as well as building and maintaining strategic partnerships both within the organization and external stakeholders.

With a commitment to continuous improvement, the Retail Manager will assess and optimize internal organizational operations to enhance efficiency and effectiveness and help to maximize sales to support food acquisition to better serve those within our community who are dealing with food insecurity.

Key Responsibilities:

Organizational Strategy

- Ensure the creation and implementation of all necessary policies and procedures to have effective management of all core operations to run the thrift stores successfully.
- Provide oversight and leadership for data-driven operational excellence in the running of our three retail outlets.

- Identify new business opportunities, while ensuring all existing operations and programs are meeting / exceeding goals and expectations as outlined in the annual budget.
- Implement an on-line website sales platform for the sale of products
- Ensure safe, effective, and efficient operational execution at all three retail outlets, ensuring we are in compliance with all state, local, and federal regulatory requirements.

Duties and Responsibilities

- The Retail Manager manages the day-to-day operations of all three stores.
- Overseeing staff, volunteers, sales, inventory, and budget.
- The Retail Manager shall hire, train and supervise store managers and volunteers, emphasizing customer service, store upkeep and product promotion.
- Develops and maintains a work schedule for employees and volunteers.
- Collaborates with the store managers to seek ways to promote the store, the product, and the service within the store.
- Maintain proper inventory levels through community donations.
- Maximize efficiency in sorting, pricing, and merchandising.
- Manage all controllable costs within the store with a view to maximizing profitability.
- Ensure the store always remains clean and presentable.

Required Qualifications:

- Passion for the mission of LIFT-UP, combined with the desire and ability to implement that mission.
- Able to demonstrate a track record of effective leadership in a similar position for a period of at least two years.
- Experience in successfully managing and developing staff, collaborating with a highly motivated management team, and working to sustain and build relationships with community partners.
- Proficiency with office technology, Microsoft Word, Excel, Outlook, and Share Point.

Benefits:

- Annual salary range of \$50,000-\$65,000.
- Generous vacation benefits, health insurance, dental and vision coverage, IRA-retirement matching program.