

WE ARE HIRING!



THE IDEA STORE GENERAL MANAGER

POSITION SUMMARY

The General Manager of **The Idea Store** works with the Board of Directors (BOD) to guide the organization in fulfilling its mission in developing and implementing strategic plans and goals. The General Manager coordinates and oversees all operations of the organization. The position reports to the BOD and requires a minimum of 20 hours per week.

PRIMARY RESPONSIBILITIES

Personnel

- Hire, train, and schedule staff
- Apply corrective action as needed, and make staffing changes as needed within budget

Operations

- Oversees intake and merchandising
- Identifies and implements actions to increase efficiencies and profitability with the goal of an annual profit
- Oversees events and community partnerships
- Routinely maintains awareness of market conditions and potential opportunities to enhance the operation and profitability of **The Idea Store**
- Periodically develops plans and recommendations for consideration by the Board of potential modifications and additions to **The Idea Store** operations designed to improve management and profitability
- Advises Board of Directors (BOD) of needs for facility repair and equipment upgrades outside of budgeted items
- Oversees supply ordering

Marketing/Promotions

- Works with BOD Marketing and Development Committee on promotional plans and implementation

Administration

- Maintains compliance with BOD policies and procedures
- Serves as spokesperson for the store/organization
- Works with the BOD Finance Committee to develop the annual budget
- Monitors the organization's finances and operations in relationship to the approved budget and makes informed financial decisions
- Reviews and monitors financial reports, monthly financial statements, audit, and tax filings
- Represents the BOD for all grants and contracts, including leased space
- Recommends and pursues grants and other income opportunities

Board Relations

- Alerts the BOD to significant current events and trends that may affect the organization
- Provides information to the Board in a timely manner
- Prepares reports for and attends monthly Board Meetings

Other Duties as Assigned

REQUIREMENTS

- Familiarity with retail concepts, practices, and procedures
- Strong interpersonal skills
- Excellent communication and organizational skills
- Experience with waste reduction methods (reduce, reuse, recycle)

Preferred

- Experience with education, programming, and fundraising
- Knowledge of the Champaign-Urbana community and surrounding area towns

SALARY: Minimum of 20 hours. Pay is negotiable based on experience and demonstrated performance.

Please send resume to Joellen Bryant at sebgigi87@gmail.com.