



Nearly New Shop 1250 Bardstown Road, Suite 24, Louisville, KY 40204 (502) 454-6633
shopnearlynew.org

JOB OPENING: SHOP MANAGER

The Nearly New Shop Manager is responsible for the efficient and successful operations of the Nearly New Shop. Previous work experience in retail sales and store management is required; resale store experience is preferred. These responsibilities and duties include, but are not limited to, managing and coordinating the full range of daily operations, employee needs, and customer satisfaction:

- **Business Operations**

- General administrative tasks including emails, mail, correspondence, and filing.
- Management of personnel for scheduling, payroll, and training. Coordination with the Executive Director for evaluations, hiring, and other personnel needs.
- Management of sales record keeping and recording of Nearly New Shop business.
- Collaborating with the Executive Director and Nearly New Shop Treasurer on budgeting/financial needs.
- Collaborating with the Executive Director for the Nearly New Shop's advertising and marketing needs.
- Management of store safety, security, and inspection reports and needs.
- Management of the customer database, customer service, and customer base growth.
- Responsible for community engagement and involvement, and coordination with community partner organizations.
- Collaborating with and advising the Nearly New Shop Advisory Committee in matters pertaining to the Nearly New Shop.
- Leads monthly staff meetings and participates in and presents to the Nearly New Shop Advisory Committee meetings.

- **Sales and Donations Operations**

- Management of the merchandising, pricing, and inventory of items.
- Management of the sales floor for a continuously maintained attractive and clean appearance and presentation.
- Coordination with the Administrative Coordinator for timely and continuous communications for sales, events, and customer messaging through the Nearly New Shop website, email communications, print mailings, and social media.
- Coordination and identification of sales/merchandise trends and in-store marketing efforts.
- Collaborating and managing the planning and needs of the annual Spring Fling and Fashion Encore events.
- Management and oversight of donation processing, including inventory management and scheduling of donation room closing dates.
- Coordination with the Donation Room Manager to ensure the proper and timely daily operation of donated items from collection, receipting, pricing, and placement.

This is a full-time salaried position that includes paid time off (vacation, personal, sick, and holiday leave). Compensation is based on qualifications and previous work experience. The Nearly New Shop Manager reports directly to the Executive Director. The Nearly New Shop is a resale store that funds NCJW's advocacy programs and projects for women, children, and families in the community. The National Council of Jewish Women (NCJW) is a grassroots organization of volunteers and advocates who turn progressive ideals into action. Inspired by Jewish values, NCJW strives for social justice by improving the quality of life for women, children, and families and by safeguarding individual rights and freedoms. NCJW, Louisville Section is a registered 501(c)3 nonprofit organization and an equal opportunity employer.

Qualified candidates should submit a resume to nancyhazen@ncjwlou.org