



Darien Community Association (DCA) Thrift Shop Manager

The DCA is seeking a dynamic leader to propel our beloved DCA Thrift Shop to a new level of success. This is a fantastic opportunity for a creative self-starter, who welcomes a challenge and the chance to make a difference in the local community.

The DCA Thrift Shop is a fixture on the Post Road in downtown Darien. Started during the Depression and staffed by volunteers, the shop provides a vital community service and supports the 96 year-old nonprofit mission of the DCA, including college scholarships for Darien High School graduates.

The DCA Thrift Shop Manager will report to the DCA executive director, will work closely with DCA board of directors members and staff, and lead a team of 50 part-time volunteers. The manager is responsible for the operational and financial success of the DCA Thrift Shop, and will serve as a visible and effective ambassador of the DCA and its mission to the community.

RESPONSIBILITIES:

- Foster an environment that is appealing to both customers and volunteers, reflecting the DCA's mission and values
- Recruit, support, manage and motivate volunteers
- Implement new strategies for increased sales and outreach
- Display and organize merchandise attractively and efficiently
- Ensure consistent sorting and pricing policies for donations
- Collaborate with the DCA communications manager to promote the shop and special events through a variety of media platforms
- Create monthly financial and operational reporting for the board of directors
- Work with DCA bookkeeper and board of directors treasurer to achieve compliance in all cash handling and financial procedures
- Ensure adherence to regulatory, safety and legal requirements
- Attend board committee meetings as required

QUALIFICATIONS:

- Retail experience preferred
- Strong organizational skills and attention to detail
- Entrepreneurial mindset and philanthropic orientation
- Excellent customer service and interpersonal skills
- Ability to meet physical demands of the job (lift and carry clothing bins, including up and down stairs)

- Technology proficiency, including Microsoft Office. Experience with cash register/POS, electronic scheduling systems, online sales and social media preferred

HOURS:

- 25 hours per week, including Saturdays

COMPENSATION:

- The successful candidate will be offered a competitive compensation package.

TO APPLY:

- We are only considering applications that are submitted via email. Please send cover letter and resume to careers@dariendca.org. Visit our website for additional information about the DCA and DCA Thrift Shop: dariendca.org.