



## Treasure Trove Manager

**Location:**  
Hopewell, NJ

**Position Type/Classification:**  
Part-Time/Exempt  
20/hours weekly

**Reporting to:**  
Community Engagement Manager

**Compensation:**  
\$25/hour

### **Job Summary/Objective:**

The **Treasure Trove Manager** plays a key role in driving HomeFront's mission by overseeing the day-to-day operations of **Treasure Trove**, our incredible boutique located in the heart of Hopewell Borough. This special store is much more than just a retail space—it's a vibrant hub that welcomes thousands of shoppers each year, raising an impressive \$250,000 annually to support HomeFront's work of breaking the cycle of poverty in our community.

The magic of Treasure Trove lies in its dedicated team of volunteers who generously give their time and energy, and in the outpouring of community support through donations that keep the store stocked with unique, high-quality items. From trendy clothing and accessories to one-of-a-kind home goods, Treasure Trove offers something for everyone while fostering a sense of connection and purpose.

As the Treasure Trove Manager, you would be at the heart of this incredible operation, leading a passionate team, curating an inviting shopping experience, and building relationships with the community. This is more than just a management role—it's an opportunity to make a direct, meaningful impact on families in need while bringing joy to shoppers and volunteers alike.

If you love the idea of blending retail expertise with a mission-driven purpose, the Treasure Trove is the place for you!

### **Essential Job Functions/Responsibilities:**

#### **Retail Operations Management:**

- Oversee the day-to-day operations of the Treasure Trove, HomeFront's thrift store, including volunteer supervision, scheduling, and ensuring smooth daily functions.
- Manage store layout, visual merchandising, and inventory displays to maximize sales and enhance customer experience.

#### **Inventory and Stock Control:**

- Monitor and manage inventory levels, including receiving, sorting, and pricing donated items.
- Implement effective inventory management practices to minimize losses and ensure optimal stock levels.

### **Volunteer Supervision:**

- Recruit, train, and supervise volunteers, providing guidance, support, and performance evaluations.
- Develop and maintain a positive and productive work environment.

### **Customer Service:**

- Ensure exceptional customer service by addressing inquiries, handling complaints, and providing assistance to shoppers.
- Foster a welcoming and friendly atmosphere that encourages repeat business and community engagement.

### **Sales and Financial Management:**

- Track and analyze sales data to identify trends, set goals, and implement strategies to drive revenue.
- Handle cash management, including processing transactions, reconciling cash drawers, and preparing financial reports.

### **Marketing and Promotion:**

- Develop and execute marketing strategies to promote the store, including social media campaigns, local advertising, and in-store events.
- Collaborate with HomeFront's communications team to align store promotions with organizational goals.

### **Donor Relations and Outreach:**

- Cultivate relationships with donors, ensuring they feel valued and appreciated for their contributions.
- Coordinate donation drives and community outreach efforts to increase the volume and quality of donated items.

### **Compliance and Safety:**

- Ensure the store adheres to health, safety, and sanitation regulations.
- Implement and enforce policies and procedures to maintain a safe working environment for staff, volunteers and customers.

### **Reporting and Documentation:**

- Prepare regular reports on store performance, including sales, inventory, and customer feedback.
- Maintain accurate records of donations, sales, and expenditures for financial transparency and accountability.

### **Strategic Planning and Improvement:**

- Evaluate store performance and identify opportunities for improvement in operations, sales, and customer engagement.
- Develop and implement strategic plans to enhance store performance and contribute to HomeFront's overall mission.

### **Community Engagement:**

- Represent HomeFront and the Treasure Trove in the community, building partnerships and fostering positive relationships.
- Participate in community events and initiatives to raise awareness and support for HomeFront's mission.

### **Required Competencies:**

- Experience managing a team of individuals
- Adept at composing social media posts
- Previous experience with Square point-of-sale system
- Strong interpersonal skills and conflict resolutions skills
- Exceptional communication skills
- Problem-solving, multi-tasking, and decision-making capabilities
- Ability to prioritize tasks
- Time Management and flexibility (evening and weekend hours as needed)

### **Minimum Requirements:**

- Associates degree or comparable work experience
- Strong interpersonal skills
- Strong Microsoft Office and Microsoft Excel skills
- Valid driver's license

### **Travel:**

Minimal travel to meetings may be required

### **Physical Demands:**

- This job operates in an office setting using standard office equipment such as computers, phones, calculators, copiers, fax machines, and file cabinets
- Ability to sit, stand, walk, climb steps, bend, and lift files

### **Other Duties:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities, and activities may be added or changed at any time.

### **Disclaimer:**

This position description neither constitutes a contract of employment nor is designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the

employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. Company may exercise its employment-at-will rights at any time.

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