



ReNew Upscale Resale, Inc. d/b/a ReNew Director Job Description

BCS Foundation, Inc. d/b/a ReNew is seeking a new Director with a vision to see and operate a successful upscale resale store, the beneficiary of which is Blackhawk Christian School. Our mission is to receive donated goods from the general public, to sell such donated goods at retail, and to contribute the proceeds thereof less expenses of operation and reasonable reserves, to Blackhawk Christian School.

As the Director you will exemplify a mature relationship with Jesus Christ and a passion for introducing others to the love of God, expressed through loving and selfless service for the glory of God. You will have experiences from engaging with customers, volunteers and staff which have transformed you and shaped you. You have passion for God to be glorified, and for the staff and volunteers to be developed in their own Christian formation, through the ministry of ReNew.

You will be passionate about ensuring our mission is being implemented in the local community by bringing creative, problem solving vision to operating the ReNew store.

General Duties and Responsibilities:

Staff Oversight and Organization Operations:

You are responsible for the hiring, retention, and professional development of competent, qualified staff. This includes annual performance reviews of the store managers, effectively identifying and utilizing their individual skills to assure success in all areas of store operations. You are responsible for the effective administration of ReNew operations.

Brand Management and Communication:

Responsible for the enhancement of ReNew's image by being active and visible in the community and by working closely with other professional, civic, and private organizations.

Recruit, Train and Retain Volunteers:

Supervise all aspects of a successful volunteer staff, including recruitment, training, supervision, schedule and motivating/encouraging. Volunteers are critical to ReNew's success and ability to fulfill its mission/vision.

Communication and Marketing with Local Support Communities:

Includes seeking donors, volunteers and shoppers from all support communities including BCS staff/families, Blackhawk Ministries Church, and other churches and organizations supportive of private Christian education.

**Financial Performance and Viability:**

You are responsible for the fiscal integrity and will be responsible for annual budgets, and monthly reporting. You are responsible for fiscal management that operates within the approved budget, ensures maximum resource utilization, and maintains the organization in a positive financial position.

Board Governance:

You will work with the board in a manner that supports and guides the organization's mission as defined by the Board of Directors. You will be responsible for communicating effectively with the Board and provide all information necessary to function properly and to make informed decisions in a timely manner.

Other:

Any activity required to assure the success of ReNew including scheduled times of actual store "floor" management per Director established managers' schedule.

Responsible to:

ReNew Board of Directors

Must Haves:

You are able to faithfully align with and be able to implement our organization's mission.

You are a communicator, collaborator and connector. You have strong oral and written communication skills and have the desire to use information to connect the dots for others in an effort to motivate them to action. You like to talk, interact, and build relationships with a large number of people from a diverse range of socioeconomic statuses. You have high levels of interest in relational connections. You are kind, inclusive, and believe that everyone has something to offer.

You are self-motivated to stay busy, solve problems, and accomplish your goals in a highly decentralized and independent environment. You will be driven by your desire to do your work at the highest level, be responsible to your team, and to represent yourself and the organization well.

You have the desire and flexibility to create a work/life integration that gives you space to always represent ReNew. You have a schedule and availability that allows you to make time for ReNew work at night, on weekends, or whenever the opportunity presents itself to fulfill the job time requirements. In return, you have autonomy and an equal amount of flexibility in the role.



Skills:

You're Reliable and Flexible

If you say you're going to do something, you mean it or you work hard to find a solution if you can't. You will have several different projects and staff members relying on you to do what you've promised you can do. You like to take ownership of projects and see them through.

You're Able to Work Independently

ReNew is a flat organization and each staff person is responsible for their specific set of goals. You'll need to be able to articulate the vision, collaborate with your team, see what's next, and then run with it. You'll also have the flexibility you need to accomplish your job responsibilities and lead your team.

You're a Problem Solver

You thrive on solving problems that come at you. There is no rule book or how-to guide to many of the challenges we see at ReNew. Having the curiosity and mentality to exhaust your resources and network to search for solutions is vital for you and the staff and volunteers to succeed.

General Details:

- Full-time position (40+ hours week)
- Transparent and high integrity leadership.
- Professional and/or nonprofit leadership experience.
- Experience and skill in working with a Board of Directors or similar governance.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers, and donors.
- Demonstrated ability to oversee and collaborate with staff.
- Financial management skills, including budget preparation, analysis, decision making and reporting.
- Salary range: \$48,000 - \$50,000.
- No health insurance benefits.

IF THIS IS YOU.....

Please email your resume to stephanievisser1@gmail.com