



Manager of Operations Earlysville Exchange

Revised 7/11/25

Purpose/Principal Function: To manage all daily operations in in service of accomplishing the mission of blessing our neighbors through a high quality, affordable thrift shop.

Job Classification:

- Salaried, Full Time, OT non-exempt, \$48,000-\$52,000/year
- Requires on-site performance of most duties
- Benefits include fully funded individual health insurance and two weeks PTO
- Desired start date: August-October 2025

Supervisory & Working Relationships:

- Reports to EE Committee as appointed annually by CGBC
- Supervises all store employees and volunteers in adherence with CGBC Personnel Guidelines
- Collaborates with EE Treasurer and Bookkeeper
- Coordinates with numerous and diverse community partners

Responsibilities:

- Embody the EE Mission of “blessing all the families of the earth” as proposed in Genesis 12:1-3
- Cultivate a safe and welcoming environment which emphasizes connection and builds community
- Embrace ministerial role, serving and caring for the community
- Perform, model, and train others in all functions of a “green space” retail operation
- Facilitate recruitment, care and training of volunteers
- Lead team building & staff-development, delegation and daily prioritization of duties
- Manage inventory, sales and cash operations
- Utilize technology to effectively communicate with team, partners, customers, and community
- Oversee administrative and accounting functions: payroll, accounts receivable and payables
- Facilitate Human Resource functions in adherence with CGBC guidelines: hiring, scheduling, evaluations, performance improvement plans, etc.
- Assess and address facility safety and maintenance

Qualifications: Qualified candidates will possess:

- Character traits including honesty, integrity, humility, flexibility, openness
- Proven people skills: hospitality, inclusivity, attentive listening, compassion, respect
- Strong problem-solving, organization, creativity, and self-starter skills
- Proficiency with technology & social media: POS, MS Office, Google Suite, FB, Instagram, etc.
- Two years retail experience, customer relations, supervisory and/or pastoral experience
- Minimum education preferred: college degree in business, ministry or associated field
- Ability to lift 25 pounds