

Purpose Brands 414

REDEPTIVE MARKETPLACE INITIATIVES

Position Title: Interim Warehouse Manager

Reports to: Operations Director

Position structure: Part-time (20-28hrs/wk); 3-6 Month Interim Position; Mon-Fri w/ occasional weekends and evenings; \$17-22/hr based on experience.

ABOUT PURPOSE BRANDS 414

Purpose Brands 414 is the umbrella organization to many redemptive marketplace-driven initiatives such as Beautiful Lives Thrift Boutique, Bold Lives Men's Thrift, and Thrift Out. PB414 amplifies collective impact, purpose, and provision by cultivating a redemptive ecosystem where spiritual formation and marketplace-driven initiatives work together to restore what's broken and steward communities

POSITION PURPOSE

Purpose Brands 414 (PB414)—the parent organization of **Beautiful Lives Thrift Boutique**—is seeking a **Warehouse Manager** to play a key role in advancing its mission through effective warehouse operations. This position is more than logistical; it's an opportunity to serve alongside a heart-forward team who are passionate about stewarding the vision of PB414—to create a space where the Kingdom of Heaven is made tangible on earth. The Warehouse Manager will also help lead offsite initiatives, enhance volunteer engagement, streamline event preparation, support stores strategically, and foster meaningful collaboration with the broader community.

Position Summary

Purpose Brands 414 is seeking a highly motivated Warehouse Manager to oversee warehouse operations, donation processing, and merchandise handling for internal operations and offsite events. The Warehouse Manager will collaborate with the PB414 team, ensuring that warehouse activities support PB414's mission to cultivate flourishing. This position is responsible for leading day-to-day warehouse operations, maintaining an organized and efficient warehouse space, and coordinating with all marketplace-driven initiatives.

Key Responsibilities

- **Leadership & Team Development**
 - Champion a culture of human flourishing, creating a welcoming, inclusive environment for team and volunteers in alignment with BL's mission and values.
 - Work independently and collaboratively to meet business needs and deadlines by implementing and evaluating warehouse processes.
- **Warehouse Operations**
 - Oversee the daily functions of the warehouse, maintaining high standards for organization, cleanliness, and safety.

- Manage inventory, including but not limited to fixtures, supplies, and donations. Ensuring efficient use of resources.
 - Coordinate donation processing, including intake, tracking, sorting, pricing, tagging, steaming, and eventually laundering garments.
 - Coordinating collections, boutique donations, and assisting in event product preparation.

 - Making necessary plans for proper disposal/pass on of unwanted product and maximizing warehouse space and opportunities.
 - Creative, growth minded, innovative thinking about ways to better leverage all resources including product that cannot be sold in stores as well as new ideas for additional revenue and ministry support. (Entrepreneur & business development mindset).
 - Communicate updates, supply needs, and inventory status with fellow management and related departments regularly.
 - **Interactions**
 - Assist donors by providing excellent service and ensuring donations are handled respectfully.
 - Ensure that warehouse visitors feel valued, seen, and welcomed.
 - Maintain a clean and safe environment for warehouse visitors.
 - Assist Operations Team in warehouse context.
 - **Event Coordination**
 - Work closely with the Event Manager to prepare and price merchandise for offsite events like pop-up shops and special events.
 - Assist with event pricing strategies and ensure that it is aligned with proper financial planning for external events.
 - **Safety & Compliance**
 - Enforce strict adherence to safety protocols, including warehouse safety training/orientation for team members and volunteers.
 - Maintain a clean and organized space, focusing on safety and accessibility at all times.
 - **Financial Accountability**
 - A PB414 Corporate Credit Card will be entrusted to this position, so there will be clear expectations for tracking warehouse receipts and documentation of expenses.
 - Work within the allocated budget and support organizational goals in collaboration with financial staff.
 - **Fashion & Pricing Expertise**
 - Display a strong interest in on-trend fashion and an understanding of clothing brands.
 - Apply fashion knowledge to donation pricing and ensure items are prepared effectively to appeal to PB414's initiative objectives.
 - **Collaboration & Communication**
 - Maintain strong relationships with BL directors, managers, and volunteers to ensure smooth coordination of tasks.
 - Work closely with other departments to align warehouse operations with PB414's mission and holistic growth strategies.
 - Check organizational communication platforms every shift such as email and Sling.
 - **Additional Responsibilities**
 - Will occasionally be requested to serve in the community or in store during annual and special events.
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Qualifications

- **Experience:** The Warehouse Manager will have a proven history of embodying and exemplifying PB414's core values of **Growth, Trust, Honor, Servanthood, and Excellence.**
- **Goal Oriented:** Business management skills or the ability to learn is highly desirable. A sense of urgency and understanding that the mission of each marketplace-driven initiative is based on revenue and impact and understanding how to translate this into action.
- **Leadership Skills:** Experience leading and motivating a team in a mission-driven environment and ability to lead oneself knowing that "the world inside you will become the world around you." This team member must have a heart for ministry, seeing their role as being the hands and feet of Jesus, and create an environment where others feel seen, cared for, and respected.
- **Time Management:** Strong ability to prioritize and multitask independently and effectively in varying work settings that can be fast-paced and slow-paced, depending on business needs.
- **Physical Stamina:** Ability to perform physically demanding warehouse tasks including lifting 50+ pounds of merchandise overhead, transferring products between shelves, loading/unloading trucks, and organizing inventory for efficient workflow.
- **Technological Savvy:** Comfortable using technology, including social media and smartphone apps, and platforms to enhance warehouse operations with documentation, processing, and tracking.
- **Fashion Awareness:** Keen understanding of fashion trends and brands, with a talent for sorting and pricing donations according to BL guidelines and objectives.
- **Interpersonal & Communication Skills:** Excellent communication skills, with the ability to interact compassionately with diverse personalities and demographics.
- **Faith Alignment:** A heart aligned with giving dignity and hope knowing that is how they can experience Jesus, actively involved in a local church, and have a passion for ministry and outreach.
- **Flexibility:** Growth and resilient mindset, ability to adapt to changing priorities, work occasional weekends, and odd hours during high-demand periods (within reason).
- **Schedule:** 20-28 hours per week Monday through Friday, will include occasional Saturdays, and occasional evenings. Availability to work during high-demand periods such as pop-up events, special events, or sales.

Benefits

- ☞ Wage above state minimum: Range for this role is \$17-22/hr and will be based on experience and employment organizational tenure.
- ☞ Options for certified counseling, discernment prayer, executive coaching, and personality assessment coaching
- ☞ Flexible time-off, holidays observed by PB414, Sundays off
- ☞ Investment in continued learning for personal and professional development
- ☞ The opportunity to work in a life-giving environment, creating a positive impact locally and globally

The position description may not encompass all assigned responsibilities and is subject to change at the discretion of the Executive Director or Operations Director. The description shared within this document encompasses a present knowledge of what the needs will be and will include.

Accepted by _____

Date _____

Operations Director _____

Date _____

Executive Director _____

Date _____