



**An Equal Employment Opportunity Employer**

## **Deconstruction Manager - ReStore**

**Milwaukee, Wisconsin**

We are a nationally recognized non-profit organization that sells gently used furniture, appliances, building supplies and more, to raise funds for Milwaukee Habitat efforts to build affordable housing in the City of Milwaukee.

Habitat ReStore is searching for a **Deconstruction Manager**. The successful applicant would be responsible for all aspects of Deconstruction Services, including planning for and expanding upon the Deconstruction Services business through servicing existing donors and establishing relationships with new donors (residential homeowners, builders/remodelers/contractors, commercial development firms, businesses, churches, schools, and other organizations). In addition this position would secure deconstruction opportunities and deliver product salvaged at deconstructions while meeting or exceeding the deconstruction budget goals in support of Milwaukee Habitat for Humanity's (MHFH) mission.

If this describes you, read further to see what it takes to be our next **Deconstruction Manager**.

### **Job Responsibilities:**

- Maintain relationships with current donors and continually establish relationships with new donors by utilizing various prospecting methods.
- Perform accurate assessment and documentation, including photos, of potential deconstruction projects.
- Achieve delighted donor experiences by ensuring clear expectations are set and met. Develop comprehensive and mutually understood contracts to minimize risk prior to commencement of all projects.
- Coordinate and schedule deconstruction projects
- Oversee recruitment, development, and training of volunteers. Ensure on-site crew training in deconstruction processes, including safe power equipment operations and material handling (e.g., asbestos).
- Manage the Deconstruction Coordinator, ReStore staff, volunteer crew leaders, and assigned volunteers in worksite.
- Ensure damage-free removal and conveyance of items salvaged to the ReStore sales floor.
- Ensure timely project wrap-up, including an itemized list of items salvaged and priced value, donor thank you & receipt, volunteer & ReStore staff thank you, and deconstruction process improvement updates.
- Track and analyze sources and leads, results (valuation) of deconstructions completed, and projections for future deconstructions.
- Responsible for all processes and documents that comprise the "Deconstruction Services Handbook", improving and revising as necessary.

**Knowledge, Skills, and Abilities:****Leadership and Management:**

- Ethical leadership with consistently high standards of integrity and accountability.
- Proven success in training, coaching, staff development, and team building. Minimum of 2 years' experience in managing staff. Volunteer management is a plus.
- Adaptability demonstrated through quick, sound, and positive decision making in rapidly changing conditions.
- Ability to handle and defuse challenging situations with tact.
- Ability to plan and execute deconstruction projects at detail appropriate to project size and scope.

**Business Development**

- Ability to self-motivate, strategize and secure deconstruction projects.
- Demonstrated success in making donation "cold-calls" and sourcing other avenues for new business.
- Demonstrated success in building relationships, resulting in cooperative, mutually beneficial and long-term relationships.

**Communications and Personal Effectiveness:**

- Strong communication and coordination skills to effectively & accurately communicate with donors, local government officials, MHFH and ReStore management and staff, and volunteers
- Personal presence, projecting a professional image in speech and demeanor, including solid presentation and public speaking skills
- Possesses a "sense of urgency" energy, enthusiasm, tenacity, attention to detail and follow-up
- Demonstrated success working in a team environment and independently
- Ability to work under pressure while maintaining positive regard for others
- Proficient in Microsoft Office, google drive software and email systems

**Other:**

- Salvage value experience with practical knowledge of product quality and appropriate pricing, repurposing potential, and expected value compared to salvage effort. Possesses genuine enjoyment of the overall salvage process.
- High school diploma or equivalent with a minimum of 2 years related experience required. Bachelors Degree preferred.
- Knowledge of basic construction tools, materials, and methods required
- Required to lift up to 75 pounds on an occasional basis and may experience frequent bending, squatting, lifting and repetitive motion. This position will occasionally be exposed to extremes in weather (e.g., heat, cold, wind, rain, etc.)

**Benefits include:** health, dental, vision, life insurance, disability insurance, retirement plan, PTO, paid holidays and more.