



RUMMAGE SALE PROGRAM MANAGER

Position Summary:

With guidance and support from the Canyon Community Alliance (CCA) Board, the Rummage Sale Program Manager will oversee all aspects of the Rummage Sale, ensuring its successful operation in line with our mission. The manager will be responsible for coordinating and training volunteers, managing inventory to include the acquisition of items to be sold, handling financial aspects, and fostering a welcoming environment for donors and customers.

This role is vital for the Rummage Sale to achieve its goals of providing resources to the community and generating funds for the organization's programs, such as youth initiatives, community events, and operational costs.

Type: Volunteer

Duration: On-going

Hours: 10-15 hours per/week (depending on sale schedule and season), 20-60 hours/month (depending on preparation periods, season, and assessed customer attendance), this role is primarily from April/May through October/November, with some off-season planning and coordination. Also dependent on weather conditions.

Role and Responsibilities:

- Leadership & Oversight
 - Lead and manage all aspects of the Rummage Sale, including planning, setup, operation, and closure.
 - Ensure that all donations are appropriately managed, from initial assessment to final sale, and maintain accurate records.
 - Train, supervise, and schedule volunteers to support daily operations of the sale.
 - Develop a volunteer training program (with help from the CCA board members), including procedures for item sorting, customer interactions, and handling donations.
- Inventory & Donation Management
 - Oversee the networking with entities who have availability to provide items, collection, categorization, and storage of donated items.
 - Ensure items are appropriately documented, tagged, and organized according to their assessed value.
 - Manage unsold items, including decisions about recycling, donating to other charities, or storing for future sales.

- Customer Relations & Community Engagement
 - Serve as the main point of contact for donors and customers, ensuring positive interactions and addressing any concerns.
 - Engage the community to promote the sale through social media, flyers, and partnerships with local businesses.
 - Provide customer service during sales, ensuring a welcoming and inclusive environment for all attendees.
- Financial Management & Reporting
 - Work closely with CCA's Treasurer to track financial donations, reconcile daily sales, and ensure accurate reporting of proceeds.
 - Maintain transparency and ensure compliance with IRS regulations for nonprofit sales and donations.
 - Assist with budget planning, supply procurement, and the preparation of financial reports for the board.
- Safety & Compliance
 - Enforce safety protocols for volunteers and customers during the sale setup, operation, and teardown.
 - Ensure compliance with all 501(c)(3) regulations and organizational policies, particularly around donation tracking and financial reporting.
 - Ensure compliance with established insurance coverage over the activity of the Rummage sale activities.
- Collaboration & Communication
 - Work with other nonprofit board members and volunteers to align the sale with the organization's broader goals and initiatives.
 - Participate in meetings to provide updates on the progress of the sale, volunteer management, and financial reporting.

Desired Qualifications / Experience:

- Prior experience in retail, nonprofit management, or event coordination.
- Strong leadership and communication skills, with the ability to manage a diverse team of volunteers.
- Familiarity with inventory management and financial tracking systems (experience with spreadsheets or nonprofit software is a plus; i.e., Quickbooks and Square).
- Ability to engage and motivate community members and volunteers.
- Experience in promoting and marketing events through social media and other channels.
- Ability to handle cash donations and financial reconciliations with attention to detail.
- Strong problem-solving skills and the ability to manage multiple tasks in a relatively fast-paced environment.

Additional Information:

- This role offers the opportunity to make a meaningful impact on the local community while supporting the nonprofit's fundraising efforts.
- The Rummage Sale Program Manager will work closely with the organization's leadership team to ensure the sale's success and alignment with the nonprofit's mission.
- As the operation expands, this position may offer further opportunities for growth and involvement in broader organizational projects.
- There are training opportunities to fulfill the desired requirements if the applicant shows enthusiasm for this position.