



## **Job Description – Suiting Services Manager**

### **Organization Overview:**

Dress for Success Cincinnati (DFSC) is a not-for-profit affiliate of the Dress for Success Worldwide network. Having served more than 17,500 disadvantaged women across Greater Cincinnati and Northern Kentucky since its founding in 1999, DFSC provides a continuum of services to women that help them transition to employment and economic independence.

### **Position Overview:**

DFSC seeks an energetic, organized, and compassionate Suiting Services Manager to lead Dress for Success Cincinnati's on-site and mobile suiting services, through which disadvantaged women receive personal styling and interview and employment attire.

Reports to the Executive Director with oversight of programs by the Programs Committee. We are currently evaluating and making some changes to our program offerings, so this is an exciting time to have a voice in strategic planning and the future direction of our programs.

This position functions as part of a team. Areas of responsibility may fluctuate or change; other duties may be assigned depending on the need of the organization. Specific duties shall include, but are not limited to the following.

### **Responsibilities:**

- Serve DFSC mission by empowering women to achieve economic independence by providing a network of support, professional attire and tools to help them thrive in work and in life.
- Manage on-site and mobile suiting services, including:
  - Working with sensitive populations
  - Scheduling suiting appointments and making reminder calls, with assistance of intern or volunteer
  - Designing and leading suiting orientations
  - Training, assigning, managing, and providing feedback to over 20 suiting volunteers
  - Conducting suitings/personal styling
  - Tracking client data and reporting outputs and outcomes
- Build relationships with existing and potential partner referral agencies to help drive awareness of suiting services and increase referrals to suiting services

- Explore innovative ways to reach as many clients as possible through suiting services
- Participate in developing and is responsible for implementing the strategy for fulfilling the mission of DFSC by serving as an active member of the Programs Committee
- Manage inventory and maintain an organized suiting department and mobile unit
- Supervise and mentor work study students
- Work with Communications Coordinator to share client and program stories
- Serve as an advocate for DFSC's mission and programs in the community and as a spokesperson, as agreed upon with Executive Director

**Qualifications and Attributes:**

- Passion for the mission of Dress for Success Cincinnati
- Proven ability to connect with the community and experience working with sensitive populations
- Experience in program management
- Ability to regularly use independent judgement
- Proven leadership ability and experience working effectively with volunteers
- Excellent interpersonal, communications, and organizational skills
- General knowledge of community resources
- Computer competency and experience in Salesforce, a plus
- Valid driver license with a clean driving record. Must be comfortable driving a box truck and have ability to lift up to 30 lbs. of clothing, supplies and equipment into and out of truck.
- Must be available to work evenings, early mornings and weekends, as needed

**Job Classification and Hours:**

Salaried, exempt. The DFSC office is open to clients, Monday-Thursday, and, thus, most hours are worked during this time. At least one evening and one Saturday morning per month are also required.

**Application Guidelines:**

Interested candidates should submit a resume and a one-page cover letter as a single PDF file (file name: FirstName\_LastName.pdf) via email to [Cincinnati@dressforsuccess.org](mailto:Cincinnati@dressforsuccess.org) with the subject "Suiting Services Manager." In your cover letter, please indicate how you heard about this opportunity. Applications should be submitted by **March 15**.

*Dress for Success Cincinnati is an equal opportunity employer.*