

Executive Director – Erie Diocesan Cemeteries

We are seeking an organized, dedicated and forward-thinking candidate for the position of Executive Director of the Erie Diocesan Cemeteries.

The ideal candidate for the position will be able to direct the overall operation of the cemeteries of the corporation and ensure that they are fiscally self-sustaining and operated in accordance with civil and church law, guidelines, and appropriate standards in order to perform dignified Christian burial.

Some duties and responsibilities specific to the position include: developing and administering cemetery policies and services; directing activities of workers providing burial services and maintaining cemetery grounds; providing leadership and expertise in developing program priorities, new initiatives and relationships with customers and business associates; and analyzing and coordinating budget estimates and regular expenditures.

The qualified candidate will have: a bachelor's degree in business management or related field, with continuing education in regulatory compliance and fiscal management; seven years relevant experience including at least three years of managerial experience. Candidate should also be a practicing Catholic, in good standing with the Church and actively participating in a parish and possess a deep understanding and appreciation for the Catholic Faith.

To Apply:

Applications will be accepted until the position is filled.

Full position profile and application may be found at <https://www.eriercd.org/>. Applicants must submit a cover letter, resume, references and a signed and completed job application form in one of two ways:

- 1) Scan and email all materials to: hrinfo@eriercd.org. (Application form must be scanned, completed, and signed.) or,
- 2) Mail to Attn: Human Resources, Executive Director – Erie Diocesan Cemeteries Search, 429 East Grandview Blvd., Erie, PA 16504