

Erie Diocesan Cemeteries

Position Profile

Job Title: Executive Director
Department: Erie Diocesan Cemeteries
Location: Erie
Reports to: Board of Directors, Erie Diocesan Cemeteries
Cabinet: N/A
Classification: Full Time
FLSA: Exempt
Budget: XXXXXXXX
Date Created: 06/16/2022 (updated)

POSITON PURPOSE:

Directs the overall operation of the Erie Diocesan Cemeteries Corporation to assure that the cemeteries of the corporation are fiscally self-sustaining and operated in accordance with civil and church law, guidelines and appropriate standards in order to perform dignified Christian burial.

DUTIES AND RESPONSIBILITIES:

The essential functions of the job include but are not limited to the following:

A. General Management

- a. Develop and administer cemetery policies and services under the authority of the members and the Board of Directors.
- b. Through subordinate personnel, direct activities of workers providing burial services and monitoring cemetery grounds, i.e., personnel hires, terminations, etc., and develop operational procedures to ensure compliance.
- c. Participate in layout, planning and preparing documentation for construction and development projects.
- d. Consult with suppliers, architects, contractors, to plan and oversee major projects.
- e. Supervise sales or sell burial plots as needed.
- f. Create and implement strategies of community networking and marketing to raise public awareness or Erie Diocesan Cemeteries.
- g. Provide expertise and leadership for developing program priorities, new initiatives and relationships with our customers and business associates.
- h. Collaborate with the bishop's liaison.
- i. Act as consultant for pastors who have parish cemeteries on activities of common interest and concerns to facilitate mutual efforts.

B. Fiscal Management

- a. Analyze and coordinate budget estimates and regulate expenditures to administer budget.
- b. Analyze and make recommendations on revenue producing strategies.

- c. Perform other duties as assigned that are intrinsic to the successful operation of the organization.

C. Reports Prepared

- a. Reports as required by Finance Representative of the Board of Directors.
- b. Fiscal and operation reports (review).

D. Interface

- a. **Internal:** Must interface with the finance representative of the Board of Directors, office and field employees, and the bishop's liaison.
- b. **External:** Must interface with companies that supply materials or services, clergy members, funeral directors, family members of deceased, lot owners, and the community in general.

E. Qualifications

- a. **Education:** Bachelor's degree in business management or related field, with continuing education in regulatory compliance and fiscal management.
- b. **Experience:** 7 years relevant experience, with at least three years managerial experience.

F. Special requirements

- a. Thorough understanding of cemetery systems, policies and procedures and equipment operations.
- b. 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.
- c. Excellent management and administrative skills.
- d. Excellent leadership and interpersonal skills.
- e. Excellent communication skills, both written and verbal.
- f. Ability to maintain a positive work environment and serve the needs of those in bereavement.
- g. Good computer skills, including knowledge of specific software programs.
- h. Working knowledge of all equipment utilized by field personnel.

G. Supervision

- a. Will have both direct and indirect supervision of employees.

(NOTE: Erie Diocesan Cemeteries reserves the right to modify this job description at any time)