



## **JOB DESCRIPTION**

### **Diocese of Fall River**

**JOB TITLE:** Director  
**DEPARTMENT:** Catholic Cemeteries of the Diocese of Fall River \*

#### **SUMMARY:**

The Director will plan and implement strategic decisions for both short-term and long-term goals to manage the future care of the Catholic Cemeteries of the Diocese. The Director oversees all aspects of the daily operations and management strategies of the Catholic Cemeteries of the Diocese, and works with the Chancellor's Leadership Team towards the long-term improvement of the individual needs of each cemetery within the organization. The Director meets with the Chancellor and creates long-term financial feasible goals, administers union contractual obligations and oversees non-union administrative staff. The Director oversees marketing to better understand the trends associated with burials and planning a marketable strategy that best suits the current demands of today's captive Catholic audience. The Director position is a hands-on and "working" manager who leads and develops an internal team to support the following areas: operations, finance, business planning and budgeting, administration, and IT.

The Director plays a critical role in partnering with the senior leadership team in strategic decision making and operations of the Catholic Cemeteries of the Diocese while continuing to enhance its quality programming and to build to capacity.

#### **Leadership:**

- Develops annual and long-range plans to support and advance the Cemeteries of the Diocese of Fall River's strategic goals

#### **Competencies:**

- Proficient in Microsoft Excel, Word, HMIS database and other software applications
- Knowledge of and experience in non-profit practices
- Strong administrative and organizational skills
- Business administration and management
- Organizational development and planning
- Policy development and implementation
- Auditing, accounting and budgeting
- Public relations and marketing
- Sales and pricing
- Building construction and maintenance
- Civil, cemetery and canon law
- Purchasing and bidding procedures
- Office management: layout, equipment and furnishings
- Establishing and executing short-term and long-term goals
- Demonstrate progressive experience in supervising multiple locations
- Proven leadership should be demonstrated through accomplishments in prior work, community, church, fraternal and/or professional organizations
- Proven ability to develop and coordinate teamwork across various units and divisions
- Ability to coach and motivate staff to serve families with care and compassion

- Faith based operation that involves providing a sensitive service
- Must be dedicated to the work at hand
- Mature in judgment, while being affable and tactful
- Ability to speak and write effectively in both oral and written forms
- Self-starter who can produce a large volume of work under pressure

**Minimum Qualifications:**

Education and Experience

- Bachelor's degree in Accounting, Finance, Business Management or closely related field preferred and ten (10) + years of increasing experience in cemetery management, with at least five (5) years in a supervisory capacity, or any equivalent combination of education and experience.
- Excellent writing and communication skills are required. Position also requires strong interpersonal skills, discretion, diplomacy, and judgment.
- Strong teamwork ethic; positive, proactive, flexible attitude; ability to take complete ownership of responsibilities; and sense of humor required.
- Ability to work under pressure and time constraints as well as handle a number of tasks simultaneously required.
- Practicing Catholic in good standing and in support of its teachings, rituals and traditions.

**Physical Performance Elements:**

- Occasional local travel within the Diocese required
- Weekend and evening work hours may be required
- Ability to use a computer keyboard for up to eight (8) hours/day
- Ability to sit for up to eight (8) hours/day
- Ability to lift up to thirty (30) pounds

We offer a competitive salary, a comprehensive employee benefits program including medical and dental insurance, vision, 403(b) plan, group term life and AD&D insurance, short term disability, flexible spending accounts and a generous paid time off policy.

Please submit your cover letter and resume to: Michelle Bertoldi, Human Resources Manager

E-mail: [mbertoldi@dioc-fr.org](mailto:mbertoldi@dioc-fr.org); Confidential Fax: (508) 689-7920;

Mail: Diocese of Fall River, 450 Highland Avenue, Fall River, MA 02720

\* Excludes at the present time, certain cemeteries currently run by their respective parish.

An Equal Opportunity Employer