**Saint James | Saints Peter and Paul**
**Director of Parish Operations**

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| **REPORTS TO:** | Pastor |
| **SUPERVISES**: | Finance Officers, Office Managers, Administrative Assistants, and Cemetery Manager |
| **MEMBER OF:** | Parish Staff, Parish Councils, Finance Councils, Parish Leadership Team, and other committees when necessary |
| **POSITION:** | Full-time, exempt |
| **SUMMARY:** | The **director of parish operations** is responsible for the business operations of St. James and Sts. Peter & Paul Parishes, including finances, facilities, human resources, and project management. |

## I. GENERAL RESPONSIBILITIES

1. Be a Catholic in good standing with the Church and a person striving to live the values of Christian servant leadership
2. Work closely with the Pastor and parish staff to assure their business requirements are implemented
3. Work closely with the school principals to support the management of the schools
4. Work with parish councils and other commissions to assure parishioners are empowered and involved in the decision-making and leadership

## II. DUTIES AND RESPONSIBILITIES

1. Oversee the operations of the two parishes and work with the parish staff and parish committees to maximize productivity
2. Strive to create effective working processes to achieve the mission of the parishes
3. Provide proper and appropriate tools, information, and support to Pastor, principals and staff, so that they may be effective parish leaders
4. Work with the finance officers to assure that financial activities are carried out with due diligence, with a particular focus on performing annual audits and management of general ledger
5. Develop and prepare annual finance operations and capital budgets to present to the pastor and finance committee for their approval
6. In conjunction with the parish councils and finance commissions, creates all short- and long-term financial planning for the parishes and schools
7. In consultation with the Pastor and Diocese of Evansville Attorney, manage all legal and business matters affecting the parishes and/or parish and school personnel
8. Recruit and hire employees (excluding teachers) for the Parishes
9. Collaborate with human resources at the Diocese of Evansville for help with overseeing human resources for both parishes
10. In conjunction with committees, staff, and volunteers, assist in coordinating maintenance and facilities projects
11. Manages and supports parish committees and councils

## III. CONTINUING EDUCATION

The coordinator of parish operations shall continue his/her education through attendance at appropriate seminars and courses.

## IV. QUALIFICATIONS

1. Strong commitment to the Catholic faith and the mission of the Catholic Church.
2. Bachelor or Masters in Business Administration or equivalent experience.
3. Ten years of experience in leadership in the business environment is preferred
4. Knowledge of financial accounting systems and operations
5. Conflict resolution skills
6. Proficient oral written communication skills
7. Organizational and management skills
8. Proficient in computer local area networks and various spreadsheet, accounting and word processing applications.
9. Work as a team member; cultivate and maintain effective working relationships with staff and parishioners
10. Positive attitude in face of setback and challenges

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**TO LEARN MORE OR TO APPLY:**
Interested candidates should contact Father Andrew Thomas at athomas@evdio.org.