

Holy Rosary Catholic Church in Evansville, IN, a faith-filled community of 1,700 families, is seeking a Director of Operations for the Parish and the School. Come work in a collaborative environment which values a variety of abilities, gifts and talents to help build up the kingdom of our Lord.



Job Description

Director of Operations

Reports to: Pastor

Supervises: Parish Staff, Coordinates with School Administration

Member of: Parish Staff, Parish Council, Finance Council, School Council, and other committees when necessary

Position: Fulltime exempt

Position Summary: The Director of Operations is responsible for the business operation of Holy Rosary Parish and School, including financial, facilities, project management, human resources and communications with the Parish and Diocese of Evansville.

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, Parish Council, and Finance Council to ensure their business requirements are implemented.
3. Managerial responsibilities in alignment with the organizational chart, which will be discussed at the time of interview. This includes, but is not limited to, vendor management, process management and the management of people.
4. Leadership of various Parish activities and encourages teamwork.
5. Work closely with the Parish Staff.
6. Work closely with the School Administration to manage the school's operation.
7. Responsible for the facility management of the Parish campus, including school.

Duties and Responsibilities:

1. Oversee the Parish operations.
2. Prepare and communicate an annual financial report.
3. Coordinate the development of the annual budget.

4. Work with the Parish Finance Council to ensure that financial activities adhere to best practices.
5. In consultation with the Pastor, manage all human resources issues concerning the parish personnel. This includes overseeing the recruitment and hiring process, as well as other HR related matters.
6. In consultation with the Pastor, manage all legal and business issues for the parish.
7. Coordinates functions and communications with the Diocese of Evansville staff when necessary.

Qualifications:

1. Strong commitment to the Catholic faith and the mission of the Catholic Church.
2. Bachelor's degree in Business is preferred.
3. Knowledge of financial accounting systems and operations.
4. Conflict resolutions skills
5. Proficient written and oral communication skills.
6. Organizational skills and prior management experience.
7. Work as a team member; cultivate and maintain effective working relationship with staff and parishioners.
8. Positive attitude in the face of setbacks and challenges.
9. Other duties as assigned.

This position offers benefits such as competitive salary based on experience, health insurance, 403b retirement, and the opportunity to work in a Christian environment to become closer to God. To apply for this position, send a resume and cover letter to Joe Holtz at jholtz@evdio.org