

Job Posting Form

Date Posted: 2-11-19

Send resume to: Human Resources
Catholic Cemeteries
4000 Elmwood Ave
Kenmore, NY 14217

Type of Employment: Summer: Part-Time: If part-time, # of hours per week _____ Full-Time:

Job Title of Open Position: DIRECTOR OF CEMETERIES

Salary: Commensurate upon experience/education Salary will be: hourly other

Employer: Catholic Cemeteries of the Diocese of Buffalo Department Administration

Location Address: 4000 Elmwood Ave Kenmore, NY 14217

Employer website: www.buffalocatholiccemeteries.org

Brief Job Description

Directs overall operations of Catholic Cemeteries to assure they are fiscally self-sustaining and operated in accordance with civil & church law, guidelines & appropriate standards in order to perform dignified Christian burial. The Director shall be the Chief Executive, Fiscal & Operating Officer of the Cemeteries with responsibility for the management & direction of all operations, programs, activities & affairs of the Cemeteries. The Director also provides guidance & support to the administration of parish cemeteries.

Qualifications: Required Education/Experience - Please specify level of education required (eg. high school diploma, associate's degree, bachelor's degree etc.) & years of experience required, if applicable)

- Bachelor's Degree from an accredited college or university, major in Business Administration preferred. Master's Degree in Business Administration a plus.
- Minimum 10-15 years experience in a senior management position. Experience in cemetery management preferred.
- Knowledge & training in a full range of accounting/financial matters, general business management & an understanding of not-for-profit issues. Prior experience in union relations preferred.
- Participating member in good standing of a Roman Catholic Faith Community.

Desired Skills

- Experience in business administration, organizational planning, policy development & implementation, staff development & employee relations, salary administration, financial planning & security investment, auditing, accounting & budgeting, public relations, property development & management, building construction & maintenance and local, state & federal regulations.

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **March 27, 2019**