

Director, Catholic Cemeteries of Spokane

Catholic Cemeteries of Spokane invites candidates for the position of Director responsible for the overall spiritual, strategic and operational management of the three Catholic Cemeteries within the Catholic Diocese of Spokane, Washington: Holy Cross Cemetery and Funeral Center, Queen of Peace Cemetery and Funeral Center, and St. Joseph Cemetery and Funeral Center. The ideal candidate has a ministry-first mind-set, both internally and externally. Primary areas of responsibility include: planning and implementing growth of funeral and cemetery sales, establishing and monitoring operating budget and expenses, setting and meeting goals for excellent customer service and staff development. The position reports to the Board of Directors and has significant discretion and independent judgment.

REQUIRED QUALIFICATIONS

- Practicing Catholic and familiarity with Catholic teachings and traditions, particularly those beliefs, traditions, and practices that pertain to funerals and burials.
- Relevant industry experience.
- Supervisory experience.
- Excellent written, verbal and presentation skills.
- Demonstrated high integrity and trust.
- Model and mentor sound business and ethical practices.
- Passion and energy to contribute to the growth of our local funeral and cemetery ministries.
- Ability to interact effectively with broad range of constituents: priests, staff, faith community, bereaved families.
- Strong leadership and customer service skills.
- Self-motivated and flexible.

DESIRED QUALIFICATIONS

- Bachelor's Degree in relevant area of study
- Experience in a Catholic Cemetery/Funeral setting

SALARY DOE plus a full suite of benefits and possible relocation assistance

Spokane, Washington, is a wonderful place to live and work in the beautiful Pacific Northwest. Spokane's attractions include four seasons, a vibrant downtown, amazing walking trails, five ski resorts within 90 minutes of downtown, dozens of lakes within one hour, the spectacular beauty of Spokane Falls, five universities and two medical schools, over 50 microbreweries and wine tasting rooms, and a rich variety for every lifestyle, plus an easy commute to outlying areas.

TO APPLY: Email resume, cover letter, names and contact information of three professional references to Aggie Patterson, Director of Human Resources to info@holycross-spokane.org; review of applications begins January 15th, 2019, with an anticipated start date of March 1, 2019.

See Catholic Diocese of Spokane website for complete job description at www.dioceseofspokane.org/Employment