

Director, Calvary Cemetery, Springfield, Illinois

The Board of Directors shall employ a Cemetery Director with responsibility for cemetery operations, including office procedures, general cemetery maintenance, personnel and job performance, sale of burial spaces and income care, and any additional duties as the Board of Directors or Officers may from time-to-time assign as necessary for the preservation and progress of the cemetery. The Cemetery Director serves under and is subject to the authority of the Board of Directors. The Board of Directors, with the cooperation of the Officers if so requested, shall annually evaluate the Cemetery Director and, with the Cemetery Director's assistance, shall review and approve evaluations of all Cemetery employees under direct supervision of the Cemetery Director. The Director is charged with the administration and direction of the full operation of the 170+ year old, 70+ acre cemetery.

Essential Functions

- Develop, train, and maintain an effective working organization, delegating responsibility and authority to specific personnel for performance of assigned functions, and rendering assistance and guidance to them as necessary.
- Develop professional working relationships with clergy, lot holders, vendors, the public and employees in a manner that will reflect creditably on the cemetery and the Diocese of Springfield in Illinois.
- Maintains daily contact with families, staff, and funeral directors for the purpose of arranging burials
- Develop an expert understanding of burial rights for Catholics and ensure through communication and explanation to clients, vendors, and funeral directors that all burials follow the guidelines.
- Works with local hospitals regarding fetus burials, supervision of same at Ascending Hope area.
- Arranges disinterment's as requested.
- Consults with family members to arrange the sale of lots, income care, grounds maintenance, income care on old lots, lot exchanges and refunds.
- Manage and address the maintenance of the physical and mechanical aspects to include cemetery roads, grounds, sewers, trees, water and drainage systems, utilities, chapel, garage, office, all other buildings, and equipment.
- Manage all aspects of land development, contracting the annual mowing and grounds keeping for the cemetery, developing, and following safety rules and regulations and precautions against vandalism.
- Develops and maintains contacts and working relationships with local city, state officials (Department of Transportation, Division of Water Resources, Environmental Protection Agency etc.).
- Coordinate functions of the cemetery with the Diocesan Curia to cooperate with the Curia in achieving mutual goals.
- Oversee the preparation of all contracts.
- Oversee the daily billing, collection, accounts receivable and general correspondence.
- Maintains proper insurance coverage to include general liability, equipment, buildings and grounds and workers compensation.
- Interview and hire employees. Supervise employees, assign work, and monitor completion of work assignments. Conduct performance evaluations, discipline, and terminations in an appropriate and timely manner.
- Update cemetery guidelines manual. Make recommendations to the Board of Directors regarding rate changes for cemetery fees charged for services rendered.
- Observe approved policies, develop procedures and methods that may be necessary and recommend pertinent policy changes to the Board as needed.
- Prepare for Memorial Day Mass.
- Prepare and distribute annual 1099 income reporting forms for individuals or companies contracted to conduct work or services at the cemetery.
- Develop immediate and long-range objectives for the cemetery
- Plan, promote and coordinate special programs and activities as the needs of the cemetery and the total organization may require.
- Oversee office function, including all financial record keeping and maintenance of burial records.
- Acquire or develop a computerized record keeping method to improve the tracking and maintenance of the cemetery's financial and burial records.
- Performs other duties as assigned.

Qualifications

- Ability to work and communicate with the Governing Board of Directors in a professional manner.
- Ability to develop professional working relationships with employees, vendors and outside contacts affiliated with the work of the cemetery
- Ability to provide the ultimate in customer service to clients of Calvary Cemetery
- Demonstrate empathy in understanding the bereavement process and the loss in the lives of those requesting the services of the cemetery
- Use discretion in keeping confidential personal family matters that may be divulged by family members during the burial process
- Excellent communications skills including written and verbal
- Must be a self-starter and be well-organized; must be a team player
- Ability to reason, come to conclusions, solve problems, make decisions, and negotiate contract terms
- Proficient knowledge of general math and the English language
- The ability to successfully complete a criminal history and background check
- Protecting God's Children
- Professional bearing and clean and neat personal appearance
- Proficient in Microsoft Office products

Education/Experience:

- 2-3 years previous experience in cemetery management or services, or a relevant qualification would be an advantage
- 2-3 years supervisory experience
- An Associates or bachelor's degree in business administration
- Prior customer service experience
- Mechanical experience and abilities as it relates to the proper maintenance of equipment.

Supervisory Responsibilities:

- On average the position supervises 3-4 full-time employees
- Oversees the work contracted to outside contractors.

Physical Demands

Most of the physical demands in the position are those typically associated with work conducted in an office environment. The position requires the person be able to lift 25 to 50 pounds. The position frequently requires standing and walking either in an inside or an outdoor environment.

Work Environment:

Calvary Cemetery is a smoke-free environment. The employee must be willing to abide by this policy. The common environment for this position is that commonly associated with an office setting but there may be frequent exposure to weather elements, i.e., rain, snow, dirt, dust, grass, and other outdoor elements in the performance of this position.

Applicants may send a resume and cover letter to Bfisher@calvary.dio.org.