

Mission Support Director

Resurget Cineribus (Rising from the Ashes) Family of Parishes
St. Aloysius/Our Lady of the Rosary, St. Mary's Greektown, Cathedral of the Most Blessed Sacrament
Detroit, MI 48202

Job Type:

Full-time (35-40 hrs per week) with generous benefits and opportunity for pension after 5yrs. Time will be split weekly between three parishes in metropolitan Detroit. Some remote work is possible.

SUMMARY:

Lead the Mission Support initiative of the Family of Parishes in day-to-day responsibilities related to Finance/Accounting, Human Resources, Information Technology and Facility Management. The Family of Parishes includes St. Aloysius/Our Lady of the Rosary, St. Mary's Greektown and the Cathedral of the Most Blessed Sacrament parishes. This is a new position reporting to the Family Moderator and is intended to support him and the Priests of the Family by managing the business/operations of the parishes so the Priests are not bogged down with the details involved in parish operations. The goal for this position will be to identify and implement common practices for cost efficiencies and improved performance. This may include personnel efficiencies as well as some procurement savings through group purchasing. Although commonality is an opportunity, parishes will continue to remain responsible for their own financial viability and overall operations with assistance from the Family Mission Support staff.

KEY QUALITIES:

The ideal candidate will be well versed in all matters of business. They will be a natural leader with excellent interpersonal communication skills, self-motivated, well organized, embraces change, a creative problem solver, approachable, kind and empathetic. Proven experience as a business manager or relevant role is required.

DUTIES AND RESPONSIBILITIES include the following: (Other duties may be assigned):

Finance & Accounting

- Oversee day to day financial operations of parishes within the family.
- Coordinate Parish Finance Council & Family Finance Team Meetings
- Work with Family Finance Team on budgets & shared expenses of staffs/programs
- Ensure timely & accurate reporting to moderator & Parish Finance Council and to Archdiocese.
- Oversee commonization of accounting & finance systems.
- Advise Moderator & other Parish Leadership on financial matters.
- Work with Chancellor's Office to coordinate submissions/requests for approvals from Archdiocese.
- Take responsibility of Catholic Services Appeal (CSA) within Family
- Assure adherence to Archdiocese policies.
- Monitor & safeguard all ecclesiastical goods belonging to Family.
- Manage purchasing, leasing & rentals, contracts & vendors including cost opportunities.

- Inform Moderator of any Acts of Greater Importance/Extraordinary Administration.

Human Resources

- Conduct initial assessment of Human Resources issues within parishes.
- Recruit, manage & train employees. Includes all aspects of Performance Management, Job Descriptions, payroll, salaries, benefits, employee issues
- If appropriate drive commonality of employee benefits
- Evaluate compensation levels & job responsibilities to ensure equity in the Family.

Information Technology (IT)

- Manage all IT applications for adherence to Archdiocese policies.
- Keep current, accurate data on parishioners & gift records.

Facilities Management

- Identify deferred maintenance issues, create strategic maintenance plan, establish maintenance fund for deferred needs, capital planning & ensure regular maintenance schedule is created & followed.
- Coordinate all contracted services, including verification of liability insurance.
- Ensure each parish has developed & maintains Emergency Response Plans

QUALIFICATIONS:

- Bachelor's degree in Business Administration, Finance or Accounting is required. Master's degree in Business Administration (MBA) is preferred.
- 1-2 yrs prior Business Management including supervisory experience is required.
- Strong financial analysis, organizational, problem solving and decision-making skills.
- Excellent verbal and written communication skills.
- Knowledge of Sage Intacct, Microsoft Office/Teams, ParishSoft, Paycor & Virtus is a plus.
- Human Resources and Information Technology experience is a plus.

AFFIRMATIVE ACTION/EEO STATEMENT:

The Archdiocese of Detroit is an equal opportunity employer and does not illegally discriminate based on race, color, religion, natural origin, sex, age, disability, height, weight, genetic information, or marital or other legally protected status. The Archdiocese of Detroit is committed to achieving through cultural diversity and encourages applications and/or nominations of women, persons of color, veterans, and persons with disabilities.

Kindly submit cover letter and resume to Christopher Jaskowiec: Jaskowiec.christopher@aod.org