

**Diocese of Tucson Catholic Cemeteries  
Job Description**

**Job Title:** Executive Director

**Exemption Status:** Exempt

**Department/Location:** Catholic Cemeteries / Tucson, AZ

**Benefits:**

- Health Benefits (Medical, Dental, Vision, Dependent FSA, Health FSA, Life Insurance) - 1st of the month following 30 days
- Retirement Benefits - 403(b) Plan Eligible
  - Employee Pre-Tax Deferrals - immediately as of date of hire
  - Employer Match - 50% match after two years of service, maximum of \$2,000 per calendar year
  - Employer Discretionary Contribution - 4% of salary after two years of service per calendar year

**Paid Time Off:**

- Vacation - accrue 20 days (4 weeks) of paid vacation
- DOT Sick - accrue 8 days of employee sick time
- AZ Sick - accrue 5 days of employee or dependent sick time
- Holidays - 10 paid holidays per year
- Holy Days - 3 paid Holy days per year

**Mission:** Diocese of Tucson Catholic Cemeteries (DOTCC) is a ministry of the Roman Catholic Church, which is responsible for the burying of sacred human remains. It is the responsibility of all employees to ensure that at all times human remains are treated with the utmost respect and dignity.

**Primary Function:** The Executive Director is primarily responsible for carrying out the strategic plans and policies of the operations and overseeing the entire management of the Catholic Cemeteries organization. The Executive Director, as the liaison between the employees of DOTCC and the Board of Directors for the Catholic Cemeteries of the Diocese of Tucson (Board), is responsible for advising the Board, keeping the Board up to date on any changes related to the DOTCC's mission or goals and carrying out any recommendations or suggestions approved by the Board.

**Essential Duties and Responsibilities:**

- Support the Diocese of Tucson, the Catholic Cemeteries and the Church's spiritual and pastoral mission.
- Shall abide by Catholic principles in the employee's professional and private life and shall govern his/her professional and private life in strict accordance with Catholic morals and principles to demonstrate complete adherence to Catholic moral strictures.
- Enforces all Cemetery policies and local, state, and federal laws relating to the handling of human remains.
- Reports to the Bishop of Tucson and Board on DOTCC's operations and progress.
- Assists in setting up Board and committee meetings. Works with the Chair of the Board in preparing the Board agendas.
- Assists in the selection and evaluation of new and existing Board Members.
- Responsible for all activities associated with operations, public, staff, facilities, and financials.
- Oversees the development of revenue enhancing programs.
- Oversees the master planning of operations, consistent with the approved five (5) year Capital Improvement Program.
- Oversees the Catholic community outreach programs designed to heighten awareness of Catholic burial.
- Ensure all company operational procedures and policies are implemented and practiced.
- Maintain a motivated and dedicated staff with the skills necessary to serve the public.
- Practices and promotes teamwork.
- Continuously reviews processes and procedures to identify areas for training/potential improvement/cost reduction.
- Ensures the performance management and appraisal process for staff is maintained.

- Ensures visitations and services are conducted in a manner that exceeds the expectations of our client families and friends.
- Performs other duties as assigned by the Bishop or the Board of Directors.

**Physical / Mental Requirements:** Requires coordination and manual dexterity, normal mental and visual ability; ability to lift, as required, in normal office environment and prolonged exposure to outdoor activities.

**Required Activities:** Leading in Services which includes walking up to fifty (50) yards on uneven surfaces, standing through a one (1) hour service in our Arizona environment, sitting, stooping, reaching, talking, hearing, carrying, keyboarding and computer skills. Ability to multi-task on a frequent and/or continual basis for long periods of time while maintaining a positive and professional demeanor towards others.

**Basic Qualifications:**

- A working knowledge of, and a strong commitment to the mission of the Catholic Church; if baptized, must also be a practicing Roman Catholic in full communion with the Church.
- Excellent communications skills including written, verbal, public speaking, and presentation skills.
- Excellent project management skills and ability to manage multiple projects simultaneously.
- Proficiency in the use of computer technology including word processing and the use of excel and related technology, including the use of databases.
- Experience with computer-based accounting software and the Microsoft Office suit.
- A well-rounded background to include business, accounting, and financial controls.
- Excellent human relations and interpersonal skills; must be a self-starter and be well-organized; must be a team player.
- Be able to manage multiple tasks simultaneously.
- Flexibility in assessing needs and strategies and adapt appropriately in a ministerial environment.
- Demonstrated leadership skills.
- The ability to work under minimal supervision.
- Withstand exposure to extreme temperatures when providing coverage for one or more burial services.
- Professional bearing and clean and neat personal appearance.
- Be able to travel and be available for evening and weekend work as necessary; have reliable transportation.
- Valid Arizona drivers' licenses.
- The ability to successfully complete a criminal history and background check.
- Ability to maintain confidentiality.

**Education and Experience:**

- Bachelor's Degree in Business, Public Administration, Cemetery Maintenance, or a related field or equivalent.
- Five years' experience with administration, public relations, sales, and/or a cemetery/funeral environment.
- Working knowledge of funeral rules, and OSHA requirements.

**Other Skills and Abilities:**

- Proficiency in Spanish is desirable.

**Covenants of Employment:**

The Diocese of Tucson is a Roman Catholic religious organization and that all employees are expected to respect and conduct themselves in accordance with the values, teachings, and morals of the Roman Catholic Church and by Arizona state law. Under the "Zero Tolerance Policy", no one will be knowingly assigned or retained to serve in the Diocese when that person is determined to have engaged in the abuse of a minor or to have violated boundaries in dealing with minors.