

DIOCESE OF PENSACOLA-TALLAHASSEE
JOB DESCRIPTION

JOB TITLE	Director of Cemeteries
DEPARTMENT	Chief Operating Officer
DATE	July 16, 2025
FLSA STATUS	Full-Time, Exempt

JOB SUMMARY

The Director of Cemeteries for the Diocese of Pensacola-Tallahassee provides leadership and operational oversight for Catholic burial services across the diocese. This position is responsible for managing day-to-day cemetery operations and guiding the strategic expansion of a unified diocesan cemetery system. The Director ensures that all cemeteries operate in accordance with Catholic teaching, offer compassionate pastoral care, and maintain the sacredness of burial grounds.

Key responsibilities include day-to-day management, staff supervision, capital planning, and the implementation of consistent policies and procedures across the diocese. The Director collaborates closely with diocesan leadership, clergy and community partners to provide sacred, mission-aligned burial services.

JOB RESPONSIBILITIES

Oversight of Holy Cross Cemetery (Pensacola)

- Direct daily operations, including interments, grounds maintenance, administration, and customer service.
- Supervise and develop cemetery staff, ensuring excellence in care, professionalism, and ministry.
- Ensure physical appearance of cemetery grounds are maintained, in keeping with Catholic values and traditions.
- Oversee opening/closing procedures, burial recordkeeping, and grave mapping systems.
- Develop short and long-term plans for property development, equipment needs, and infrastructure improvements.
- Manage budgets, financial reporting, and capital improvements for Holy Cross Cemetery.

Development of Diocesan Cemetery System

- Implement the strategic plan for the diocesan cemetery systems expansion.
- Assess current burial services throughout the diocese and develop a strategic plan for diocesan cemetery expansion or coordination.

- In collaboration with Diocesan leadership, develop the operational framework for new cemeteries, including:
 - Interment and burial protocols
 - Recordkeeping and grave mapping systems
 - Customer service models and pre-need programs
 - Pricing models
- Plan and oversee construction of core infrastructure (roads, crypts, niches, drainage, Lead procurement, vendor selection, landscaping, and planning for any new cemetery initiatives such as signage and columbaria).
- Partner with parishes, clergy, and diocesan leadership to implement consistent policies, standards, and mission-aligned cemetery practices.
- Serve as a resource for parish-managed cemeteries, offering training, operational guidance, and support.
- Ensure all cemetery grounds are maintained as reverent, beautiful, and sacred spaces.
- Prepare and manage annual operating budgets and capital improvement plans.

Sales, Marketing, and Family Services across the Diocese

- Oversee and support pre-need and at-need sales of burial rights and services.
- Promote awareness of Catholic burial options within the diocesan community.
- Promote cemetery services through mission-aligned outreach and engagement with the Catholic community.
- Collaborate with clergy, parish staff, funeral homes, and other community groups to educate and inform regarding catholic cemetery offerings.
- Resolve customer concerns and ensure excellent pastoral and professional service to families.
- Foster a culture of pastoral care, service excellence, and professional integrity.

JOB SPECIFICATIONS

EDUCATION: Bachelor's degree preferred; relevant experience may substitute.

EXPERIENCE: Minimum 5 years of leadership experience in cemetery management, operations, facilities, or related fields.

SPECIALIZED KNOWLEDGE & SKILLS:

- Demonstrated ability to lead with compassion and integrity in sensitive pastoral situations.
- Skilled in budget management, staff supervision, and strategic planning.
- Familiarity with Catholic liturgical and burial practices; practicing Catholic preferred.
- Able to work flexible hours, including some evenings and weekends.
- Punctual and demonstrate the ability to organize work and manage time effectively.
- Work independently.

LICENSES CERTIFICATIONS AND/OR REGISTRATION: Valid driver's license; must pass background screening, credit check and all diocesan requirements for employees.

EQUIPMENT/TOOLS/WORK-AIDS: Knowledge of how to operate and service equipment and machinery needed for cemetery operations. Adobe Acrobat, Microsoft Word, Excel, Publisher, photocopier, and multi-line phone system.

WORK CONDITIONS: Variable conditions. This position will spend a significant amount of time outside in all types of environmental conditions. This job will entail irregular hours to support weekend operations.

PHYSICAL DEMANDS/TRAITS: There will significant physical demands on this position. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: The employee is regularly required to talk or listen effectively. Ability to perform required tasks associated with position including, but not limited to, kneeling, squatting, standing, walking, climbing a ladder, and the ability to pick up or carry up to 50 pounds.

About the Diocese of Pensacola-Tallahassee

Founded in 1975 but rooted in Catholic heritage dating back to 1559, the Diocese of Pensacola-Tallahassee serves the 18 northwestern counties of Florida. As a dual-see diocese with cathedrals in Pensacola and Tallahassee, it brings the presence of the Church to coastal and inland communities through vibrant parishes, schools, and ministries. The development of a diocesan cemetery system reflects its commitment to caring for the faithful in life and in death, grounded in the hope of the Resurrection.

Call to Submit

If you're seeking meaningful work at the intersection of service, stewardship, and spiritual mission, consider building your career with Diocese of Pensacola-Tallahassee. Help us shape sacred spaces of rest and remembrance for generations to come. Please submit resumes to Deacon David Ell elld@ptdiocese.org.