



## **Business and Development Manager Position**

Immaculate Conception and St. Patrick's parishes are looking for a full-time Business and Development Manager, working from the New Richmond business office.

Hours: Full time Exempt, hours vary depending on demand

Benefits: This position is classified as FTE, and will be eligible for Health, Dental, 403B and other benefits.

The Business and Development Manager is the senior lay executive and chief administrator for the parish. (S)He will be responsible for the day-to-day operations of the "business" of the parish, including managing staff members and coordinating volunteers who carry out many separate responsibilities. Reporting directly to the Pastor s(he) will implement the Pastor's vision and lead a parish staff and volunteers in a team culture of service and support to the parish community. (S)he is a steward of the financial, physical, and human resources of the Parish and has fiduciary responsibility for these areas. In collaboration with the Council of Ministries and Parish Finance Council, this Manager ensures Parish business practices align with our Catholic Mission, Vision, and Core Values.

Employment in and by the Church is substantially different from secular employment. It is required that this employee be a practicing Catholic.

### **POSITION SUMMARY:**

Oversee or perform some or all of the following:

- Exemplifies strong leadership within the Church.
- Manages Budgets in preparation, monitoring, and reporting.
- Assures all regulatory requirements both Diocesan and government adhered to.
- Acts as an approver for expenditures, keeping with the parish budget.
- Utilize Parishsoft, QuickBooks, Ministry Pro, Vanco, WordPress and other systems used in day-to-day.
- Is an active member of Finance, Pastoral and Stewardship Councils, maintaining reporting and records.
- Acts as an advisor to all other sub-committees and ministries within the parishes.
- Oversees content and presentation of the Annual reports to parishioners and Diocese.
- Responsible for long-range facility planning.
- Conducts all Parish level HR duties including contract and salary negotiations with parish committee or individuals and maintains all Personnel files. Oversees payroll and timecards for accounting.
- Assists in the planning and oversees Parish fundraisers.

Administration of Communications, oversee or perform some or all of the following:

- Parishioner newsletter and/or bulletin.
- Parish promotional materials, advertising, telephone directories, etc.
- Parish web site and Facebook information.

**Knowledge, Skills, & Abilities:**

- Ability to work cooperatively with others.
- Bachelor's degree in business administration desired or equivalent work experience.
- Knowledge of office policies and procedures.
- General business and financial acumen based upon previous supervisory and work experience.
- Strong leadership and maturity to relate to various situations and individuals at various levels.
- Excellent written and verbal communication skills.
- Excellent problem solving, analytical, decision-making, and professional interpersonal skills.
- Proficient personal computer skills: Microsoft Office Suite and internet.
- Professional and effective etiquette skills.
- Ability to supervise and direct the activities of others.
- Ability to keep information confidential in delicate and/or crisis situations.

If interested, please submit your resume and job application (below) to [icspchurches@ic-church.com](mailto:icspchurches@ic-church.com) with **Attn: Fr John in the subject line**. No calls please.

**Parish Name and City**

(for employer use only)

**PARISH JOB APPLICATION**Date: Social Security Number 

*We are an equal opportunity employer. It is our policy to comply with all federal, state and local equal employment opportunity laws and guidelines.*

Name  LAST  FIRST  INITIAL  Telephone: Address  STREET CITY  STATE  ZIP Position Desired: Date Available: **Employment Information**

Are you 18 years or older? ____ Yes ____ No	Are you legally authorized to work in the United States? ____ Yes ____ No
Are you employed now? ____ Yes ____ No	May we contact your present employer? ____ Yes ____ No
Ever worked for this parish before? ____ Yes ____ No	

**Educational Information**

Circle highest grade completed																							
Grade School								High School				College/Technical				Graduate School							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21+			
Institution								Name and Location				Date of Graduation				Degree, diploma, or certificate				Major fields of study			
High School																							
College/Undergraduate University																							
Graduate School																							
Technical School																							
Other																							

**Knowledge and Skills**

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK:

SPECIAL TRAINING:

SPECIAL SKILLS:

Employment History (most current first)	
Employer	Your Job Title:
Address	Duties:
	Reason for Leaving:
Phone:	Salary:
	Employed from: to:
Employer	Your Job Title:
Address	Duties:
	Reason for Leaving:
Phone:	Salary:
	Employed from: to:
Employer	Your Job Title:
Address	Duties:
	Reason for Leaving:
Phone:	Salary:
	Employed from: to:

References (List three persons not related to you, whom you have known at least one year)		
NAME	RELATIONSHIP	TELEPHONE

Felony Information																				
<p>Conviction of a felony will not necessarily bar you from employment. The nature and date of the conviction and the position desired will be taken into consideration.</p> <p>Have you ever been convicted of a felony?    <input type="checkbox"/> YES    <input type="checkbox"/> NO</p> <p>If yes, please state below, the date and the nature of the conviction.</p> <table border="1"><tbody><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr></tbody></table>																				

Authorization
<p>I certify that the facts contained in this application and accompanying resume are true and complete to the best of my knowledge and understand that, if employed, falsified statements may result in termination.</p> <p>I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise. Moreover, I release all parties from all liability for any damage that may result from furnishing same to you.</p> <p>I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any prior notice.</p>