

# Catholic Funeral & Cemetery Services

## Job Postings

### Director of Cemeteries

**Employer:** Catholic Funeral & Cemetery Services (CFCS) of the Diocese of Pensacola-Tallahassee

**Location:** Holy Cross Cemetery, Diocese of Pensacola-Tallahassee

#### Position Summary

The Director of Cemeteries is responsible for executing the strategic goals of CFCS cemeteries within the diocese, including sales, services, operations, grounds, and administration. The Director of Cemeteries will execute a strategic plan that drives growth, equips the team, builds partnerships, engages the market, and serves families through CFCS Programs.

The Director of Cemeteries is accountable for managing the day-to-day operations and resources of Holy Cross Cemetery and is responsible for assuring staff serve CFCS families in a Family First, respectful, caring, and professional manner, while meeting their needs for cemetery products and services.

The Director of Cemeteries will demonstrate by example, CFCS' Core Values – Share the Journey, Serve with Care, and Make It Happen – in all their dealings with families, staff, and internal/external contacts.

Reporting to the Regional Director, the Director of Cemeteries will interact with Executive staff, Regional Directors, Location Managers, Regional Training Directors, Outreach Director, and other internal/external departments, personnel, and partners.

#### Education and Experience

- College degree preferred, and/or 4-6 years of experience managing multiple locations
- Proven leadership in a public-facing, sales-driven, client services environment
- Proven record of meeting or exceeding revenue goals

#### Position Requirements

Include, but are not limited to:

- Knowledge of the Catholic faith, rituals, and traditions
- Proven leadership and success in business growth over multiple locations
- Comfortable developing and executing strategic plans, financial targets, marketing plans, and implementing growth strategies to improve financial performance of each location
- Experienced in financial planning and understanding key financial reporting metrics
- Capable of expanding business to new organizations, communities, and groups of people
- Knowledgeable of market conditions and competitor strengths/weaknesses
- Possess the ability to coach and motivate others to achieve greater results
- Practicing Catholic with demonstrated leadership serving the faith community
- Proficient in the use of computers, software, and technology
- Valid state issued driver's license, good driving record, and proof of insurance is required
- Bilingual preferred

# Catholic Funeral & Cemetery Services

## Job Postings

### **About the Employer**

CFCS is a charitable organization founded in faith and is an open source provider of information for end of life services—funeral, cremation, and cemetery. CFCS offers excellent compensation for motivated individuals, which includes a base salary plus incentives. Benefits include medical, dental, paid vacation and sick days, and retirement benefits.

Employment will go to those individuals whose knowledge, skills, and experience most closely qualifies them for the position offered without regard to race, color, sex, marital status, age, disability, veteran status, or national origin.