

Pelican Valley Area Catholic Community

Position: ACC BUSINESS/COMMUNICATIONS MANAGER

Reports to: Pastor

Effective Date: 07/01/2024

This position reports to and supports the Pastor with a primary focus on Human Resources, Development, Finance, and Communication for St Elizabeth Parish, St. Leonard Parish and Our Lady of Victory Church and School. The business/communications manager plays a key role in driving the organizational vision, and assuring the positive financial performance of these parishes and school. This role will support the ACC leadership, staff and ministries with an ongoing evaluation of programs, ministries and needs of the ACC.

The official title is **Executive Director of Program Operations, Stewardship, and Communications**, and it is further classified as an exempt, 40-hour exempt staff position with benefits according to the Fair Labor Standards Act (FLSA). This position will normally be in the OLV parish office from 9-4 Monday through Friday, as well as weekend, evening and other hours as required. This position will also be responsible to attend Diocesan meetings and various parish/ACC council and committee meetings outside of the parish office.

This document is subject to revision as the needs of the three parishes within the ACC, Our Lady of Victory, St. Elizabeth and St. Leonard change.

General Responsibilities

1. Maintain and manage effective working relationships with the pastor, staff, parish communities, OLV Principal and school staff, suppliers, committees, and other parish stakeholders.
2. Collaborate with the pastor to develop and effectively execute strategies and key performance indicators in support of the ACC/parish vision and mission.
3. To conduct oneself in a manner consistent with the faith, moral, teachings and laws of the Roman Catholic Church. Read and sign the "Sexual Misconduct Policy" and "Ethics and integrity in Ministry" policies as required by the Diocese of St. Cloud.
4. Direct and manage operational and SAFE ENVIRONMENT policies, training and procedures in compliance with the diocese of St. Cloud.
5. Manage all electronic/technical equipment and networks including but not limited to Wi-Fi, the ACC Website, computers/printers, sound systems, software, and phone systems.
6. Advise the Pastor on business and administrative matters that affect the three parishes.
7. Availability during daily ACC/Parish office hours to meet/communicate with pastor, staff members and to assist parishioners with business/financial related concerns

Specific Areas of Responsibility

1. Human Resources
 - a. Supervise support staff in the three parish offices including the annual evaluation process. Administer parish/ACC salary and benefit policies and other policies as directed by the Pastor. Maintain and update ACC policies and handbook, provide training for staff. Oversee implementation of the guidelines and policies of volunteers.
 - b. Manage the hiring process of personnel under the direction of the Pastor. Develop and implement performance management practices that align with mission and vision of the ACC parishes.
 - c. Develop staff job descriptions and update them as needs arise.
 - d. Manage payment of salaries and benefits through support or contracted staff.
 - e. Attend regular staff meetings; facilitate Finance Council meetings; attend ACC Parish Council meetings, OLV Board of Education and other meetings, providing reports and communication as needed/requested.

2. Finance

- a. Provide financial compliance by ensuring generally accepted accounting principles are implemented and followed.
- b. Administer the annual budget process for the parishes in collaboration with the pastor, parish staff, Finance Councils, and other committees to ensure financial stability. Evaluate and communicates the ACC parish and school budgets, annual reports, profit and loss balance sheets, accounts receivable, accounts payable, and general ledger.
- c. Serve as a resource to parish in financial matters and as parish contact with financial institutions, organizations, and the Diocese.
- d. Serve as the ACC representative to banks, manage accounts, and identifies and resolves discrepancies.
- e. May perform some bookkeeping functions for ACC parishes and OLV school. Serves as the direct liaison to accounting personnel whether direct report or contracted staff.
- f. Coordinates capital campaign pledges and collections, fund raising events, pledge drives, Parish offertory collections and annual stewardship program, working closely with stewardship committee.

3. Facilities Maintenance

- a. Solicit and review bids and quotes in partnership with the maintenance staff and building and grounds committee. Negotiate contracts with suppliers and construction firms.
- b. Prepare, administer, and communicate security policy to ACC staff and school.
- c. Manage bid reviews/financial arrangements for all major repairs, renovations, and capital projects.
- d. Act as a resource to the building committee and maintenance staff.

4. School support

- a. Develop and manage the school economic model to assess the financial impact of initiatives (eg. Enrollment vs. tuition price vs. discounts vs. cost)
- b. Support the principal in developing assumptions for the annual budget. Reforecast school finances each fall after enrollment season.
- c. Support and assist the Principal and Pastor in all school financial management matters:
 - i. Tuition setting process
 - ii. Tuition collection process
 - iii. Financial Aid process
 - iv. Expense tracking and management
 - v. Fundraising and development
- d. Serve as a member of the School Financial Aid Committee and Board of Education

5. Communication/Information

- a. Direct and oversee preparation of publication of relevant Stewardship and ACC information presented in the bulletin, websites, parish apps, newsletter, and any other sources of information channels.
- b. Oversee parish censuses and databases.
- c. Maintain Information Technology, including but not limited to computers, internet, telephone, copiers, etc.
- d. Work in partnership with the communications committee.
- e. Oversee the management of Parish operational and financial records.

6. Project/Team Management
 - a. Participate in ACC and parish and school(as requested) staff meetings to ensure all necessary information is conveyed pertaining to budgeting, HR, progress of various projects, staffing matters, etc.
 - b. Provide ongoing support and reports for budget and financial concerns of the various staff members and ministries of the ACC
 - c. Bring ideas, strategic planning, and best practices to the ACC and OLV school meetings and other relevant committee meetings.
7. Perform other duties as assigned.

Qualifications

- Required:
 - 5+ years of demonstrated success in a senior management and leadership capacity
 - BA in Business, Finance or similar
 - Successful completion of pre-employment background check.
 - Experience in non-profit organizations or church management.
 - Demonstrate understanding, respect, and support of the Catholic Church teachings, mission, and values.
 - Ability to work in a team environment with a 'service mindset'.
 - Ability to identify opportunities for improvement, evaluate issues and situations, and propose and implement recommendations and solutions.
 - Experience in Human Resource practices, including people leadership, interviewing and selection, policy application, and employment practices laws.
 - Strong proficiency in Quick Books and Microsoft Office, Google Business platforms and applications, and Excel.
 - Can be entrusted with highly confidential information.
- Desired:
 - MBA
 - Certified in Parish Administration and Management including experience in nonprofit management.
 - Ability to engage in continuing studies in church business administration such as that provided by the National Association of Church Business Administrators (NACBA).
 - Dedicated to continued spiritual and intellectual growth through seminars, workshops, readings, and professional associations.

Job Competencies

1. A Team Player as well as Leader
2. Courageous Decision Making: Enables others to share information, evaluate and make fact based decisions with appropriate sense of urgency.
3. Ethical in Words and Actions: Acts with integrity, affords others respect and courtesy, maintains confidentiality, avoids conflicts of interest, complies with the law and relevant regulations and never uses their power or influence to gain undue benefit or advantage.
4. Passion for Results: Driving high standards for individual, staff, and parish accomplishment; tirelessly working to meet or exceed challenging goals; deriving satisfaction from goal achievement and continuous improvement.
5. Trusting and Transparent Based Communication: Is naturally inclusive and shares information to instill a learning culture and to drive dialogue, debate, and decisiveness. Values and promotes cross functional relationships with peers to build trust and transparency across organizational lines, for the good of the whole.

I have reviewed and understand this job description and also understand that it is subject to change according to the needs of the parish.

Employee Signature _____ Date _____

Pastor Signature _____ Date _____