

# Diocese of Nashville

<https://dioceseofnashville.com/job/director-of-administration-and-operations/>

## Director of Administration and Operations

### Description

**St. Ann Catholic Church and School**, serving nearly 1,000 families and including a 200+ student elementary school, is seeking a **Director of Administration and Operations**. This new role addresses the recent growth and its demands on the parish staff. The Director will work closely with the pastor and staff to lead our growing community, ensuring that our operations and structures evolve faithfully and professionally to meet the demands of our expanding mission. The ideal candidate will foster greater teamwork, clarity, focus, and communication both to our staff and the parish community. The role includes helping grow a culture of Catholic discipleship in the staff, volunteers, and the parish at large, in addition to handling administrative, strategic, and facility-related responsibilities.

### Key Responsibilities:

1. **Promote a culture of Catholic discipleship in the parish**, especially in regard to the parish's apostolates, ministries, and councils.
2. **Operations Management:**
  - Oversee the daily administrative, financial, and operational functions of the parish, ensuring efficiency and stewardship of resources.
  - Manage and support key staff, including: Accounts Payable, Payroll, and the Head Custodian. Needs to have a good working relationship with others, modeling servant leadership and fostering a collaborative and productive work environment.
  - Develop and implement strategic plans in alignment with the parish's mission and goals, working closely with the Pastor, Parish Council, and Finance Council.
  - Oversee property management, including maintenance, safety, and utilization of church facilities, to support the parish's ministries and activities.

### Qualifications:

1. A committed Catholic with a deep personal faith and a strong desire to serve the Church and its mission.
2. A degree in business administration, theology, pastoral studies, or a related field.
3. Minimum of five years of experience in administrative leadership.
4. Proven ability to manage finances, human resources, and facilities.
5. Strong organizational, communication, and leadership skills.

### Hiring organization

St. Ann Catholic Church and School

### Job Location

Nashville, TN

### Date posted

May 23, 2024

### Valid through

07.07.2024

Interested candidates should submit a resume, cover letter, and three references to [employment@stannnash.org](mailto:employment@stannnash.org). Applications will be accepted until July 1, 2024, with interviews scheduled on a rolling basis.

You can also apply at this link: <https://recruiting.paylocity.com/recruiting/jobs/Apply/2464950/ST-ANNS-CHURCH/Director-of-Administration-and-Operations>