

Diocese of Nashville

<https://dioceseofnashville.com/job/director-of-business-and-finance/>

Director of Business and Finance

Description

Full-time, exempt

Start Date: August 1

How to Apply

Send applications or inquiries to Sister Dominic at srdominic@dominican-campus.org

The Director of Business and Finance serves as the business and finance department leader for Overbrook Catholic School and St. Cecilia Academy, providing strategic direction in financial stewardship, planning, analysis, and organizational effectiveness. This position partners with the President, Principals, and senior leadership to ensure the responsible stewardship of resources, daily operations of the office, and the long-term financial sustainability of the ministry of Catholic education.

The Director of Business and Finance leads initiatives that strengthen organizational effectiveness through collaborative and thoughtful development of systems, policies, processes, and business practices. This role provides strategic analysis and recommendations that support sound decision-making, operational excellence, and alignment of resources with the mission and priorities of the organization.

As a Catholic ministry, Overbrook Catholic and St. Cecilia Academy are committed to the faithful stewardship of the resources entrusted to support the mission. We seek a leader who embraces the principles of integrity, accountability, ethical financial management, and service that guide our Business Office.

Rooted in Catholic Social Teaching, the Director of Business and Finance recognizes the inherent dignity of every person and approaches the leadership role with fairness, compassion, and respect. This role reflects a commitment to faithful stewardship of resources and to serving all members of our community, recognizing Christ in those we encounter and ensuring that financial decisions support both the mission of the organization and the people we serve.

Qualifications

Bachelor's degree in Accounting, Finance, Business Administration, or a related field required. CPA, MBA, or other advanced degree or professional certification preferred.

Multiple years of experience of progressive responsibility in finance, accounting, or business leadership, including experience with strategic planning, organizational analysis, process improvement, and advising senior leaders. Experience in nonprofit organizations and/or educational settings preferred.

Strong commitment to the mission of Catholic education and a desire to advance the ministry through faithful stewardship and servant leadership.

About the Employer

Hiring organization

Overbrook Catholic School and St. Cecilia Academy

Job Location

Nashville, TN

Date posted

July 28, 2026

Valid through

23.10.2026

Please send applications or inquiries to:

srdominic@dominican-campus.org

Overbrook Catholic School and St. Cecilia Academy serve in the ministry of Catholic education in the Dominican tradition. Schools owned and operated by the Dominican Sisters of St. Cecilia, Nashville, partner with parents to provide preK-12 education on the Dominican Campus.

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