

FINDING LEADERS

8471 Waterside Dr.
Sagamore Hills, Ohio 44067
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PLEASE POST ANNOUNCEMENT OF VACANCY Holy Family Parish

Holy Family Parish is accepting applications for the position of Business Manager through the search firm, Finding Leaders at www.findingleaders.com.

POSITION: Business Manager

PARISH: Position: Business Manager
Parish: Established 1872
Registered Families: 2140
40 Active Ministries
Holy Family School: Established 1950 (231 Students K-8)
Holy Family Childcare & Preschool Center: Established 1996(Infant-Preschool)

SALARY: Competitive

APPLICATION DEADLINE: February 18, 2024

QUALIFICATIONS: Practicing Catholic
Bachelor's Degree in Business Administration
5 years of progressively responsible business and supervisory experience
Ability to create budgets and financial reports
Must be proficient in computer spreadsheets and other applications

GENERAL DESCRIPTION:

The Parish Business Manager is an administrator supporting the Pastor's administrative responsibilities to the parish, which includes the church, school, child care center and all associated ministries. The Parish Business Manager is a steward of the financial, physical and human resources of the parish and has fiduciary responsibility for these areas. In collaboration with the Parish Pastoral Council, Parish Finance Council and the School Administration, the Parish Business Manager ensures the parish business practices align with the Mission, Vision and Core Values of the parish.

CONTACTS: Ed Vittardi at 216-701-0500 or vittardi@wowway.com

For more information and to apply go to: www.findingleaders.com