



Manager of Parish Operations, Most Blessed Sacrament Parish, Toledo

Most Blessed Sacrament Parish, a vibrant and dedicated faith community located in West Toledo, is seeking a **Manager of Parish Operations**. This position provides leadership and day-to-day supervision of the **facilities, fundraising, administrative, some ministerial, and most temporal functions** of Most Blessed Sacrament Parish and School. Carried out in an effective and diligent manner with the heart of a servant-leader, this position provides a firm foundation of support to the ministry of the Pastor as the Spiritual Shepherd of the Parish and School, the ministry of the School Principal and School Staff, to the Manager of Finance and Human Resources, and to the entire Parish in the pursuit of its mission, ministry, evangelization, and growth.

The ideal candidate will have at a minimum a BA/BS degree in Business, Organizational Leadership, or related field/discipline from an accredited college. Relevant and established history of organizational successes and track record may be considered in lieu of a college degree. Theology coursework and ministerial familiarity also preferred. A high level of computer expertise in Microsoft Office and Google products as well as QuickBooks. Other essential attributes include: excellent organization and communication skills (verbal and written), a proven track record of management and leadership experience, and the ability to deal tactfully, forthrightly, and confidently with a diverse group of people. A practicing Catholic is essential. A competitive salary and benefit structure is included.

Please submit a cover letter with compensation requirements, resume, and professional references to: search@mbsptoledo.org.

Roster of Specific Duties

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Under the delegation and direction of the Pastor, specific duties will include:

FUNDRAISING SUPPORT

- Supports the Manager of Finance and Human Resources in a collegial capacity as it pertains to fundraising events, pledge drives, Parish offertory collections and stewardship.
- Serves as a member of the Parish Festival Committee and supports the Fish Fry Leadership Team.
- Serves as an “ex-officio” member of the Parish Pastoral Council.
- Oversees permit requests required for the Parish Festival and other fundraisers and initiatives.

FACILITIES

- Organizes facility comprehensive plan on conjunction with subordinate maintenance staff.
- Manages major repairs, renovations and capital projects in accordance with Diocesan policies.
- Acts as liaison to Diocesan administrative agencies.
- Manages custodial and maintenance functions, including supervision of staff.
- Serves as a resource for the Facilities Committee.
- Oversees the scheduling of parish meeting and rental spaces.
- Responsible for Parish security, leasing, rental, and use of facilities.
- Serves as a liaison to local government agencies.
- Directs purchasing procedures.

ADMINISTRATION

- Oversees technology, including computers, telecommunications, livestreaming services, etc.
- Attends meetings relevant to the position at the diocesan level.
- Oversees Parish and School Website.
- Coordinates weekly Parish Staff meetings.
- Along with the School Principal and Manager of Finance and Human Resources, serves on the Leadership Team under the direction of the Pastor
- Supports the School Principal in administrative and financial matters as necessary.
- Understands and supports the mission and purpose of the Church and Parish.
- Stays abreast of all personnel issues, policies, procedures, selection, benefits, federal and state laws, and best practices in employee motivation, team building, etc.
- Knowledgeable of Parish policy and guidelines and Diocesan policy and guidelines.
- Other duties as requested by the Pastor.

MINISTERIAL/TEMPORAL

- Coordinates Liturgical Ministry Rosters and arranges training sessions in conjunction with subordinate staff.
- Serves as assistant to the Pastor.
- Provides day-to-day oversight of Parish operations.
- Given the diversity of Parish functioning and ministry, other duties as delegated by Pastor.