WAUKON AREA PASTORATE

DIRECTOR OF OPERATIONS

Waukon Area Pastorate | Waukon, Iowa | Full-Time

The Waukon Area Pastorate is seeking a full-time Director of Operations to serve as a key member of our pastorate leadership team.

Rooted in the Catholic faith, the Director of Operations provides leadership and oversight for the operational and financial functions of our pastorate, including finance, human resources, facilities, administration, and organizational systems.

Working closely with the Pastor and pastorate leadership team, the Director of Operations will help establish consistent practices across our pastorate, strengthen accountability and stewardship, support employees, and help guide our transition to a unified pastorate.

Key Responsibilities

- Provide leadership and oversight for operational and financial functions across pastorate locations.
- Oversee budgeting, financial reporting, internal controls, and long-term financial planning.
- Provide supervision and leadership to assigned staff.
- Coordinate consistent human resource practices in collaboration with Archdiocesan HR.
- Oversee facilities, maintenance, risk management, vendors, and capital needs.
- Help align administrative processes and Archdiocesan systems across pastorate locations.
- Identify opportunities for shared services, efficiencies, and improved processes.
- Help staff and parish leaders navigate organizational change.
- Collaborate with the Pastor, leadership team, employees, parish leaders, finance councils, and Archdiocesan offices.

Qualifications

Candidates must be practicing, faithful Catholics who respect and support Church teaching, worship regularly, and have a passion for furthering the mission of Jesus Christ.

A bachelor's degree in a related field or equivalent experience is required. A bachelor's degree in Business Administration, Human Resources, Finance, or a related field is preferred.

The position prefers 7–10 years of leadership experience in operations, business administration, human resources, finance, or a related field, along with experience managing multi-site operations or complex organizational structures.

Successful candidates will demonstrate:

- Strong leadership, organizational, communication, and relationship-building skills.
- Financial and operational judgment; ability to supervise and develop employees.
- Ability to establish processes and accountability and lead organizational change.
- Ability to manage competing priorities and exercise sound independent judgment.
- Proficiency with common office technology.

To Apply

Interested candidates should submit a résumé, cover letter, and references to Fr. Joseph Sevcik at j.sevcik@dbqarch.org