

Archdiocese of Dubuque

JOB DESCRIPTION

POSITION NAME: Director of Operations	LOCATION NAME:
REPORTS TO: Pastor	
CLASSIFICATION: Exempt, Full-Time Employee	EFFECTIVE DATE: Sep 1, 2026

GENERAL STATEMENT OF DUTIES:

As a member of the pastorate leadership team and rooted in the Catholic faith, the Director of Operations aligns and oversees all operational and financial efforts of the pastorate. This role ensures leadership and consistency across finance, human resources, facilities, and administrative functions, promoting effective stewardship of resources and alignment with Archdiocesan standards and best practices.

Working closely with the Pastor and pastorate leadership team, the Director of Operations strengthens the operational foundation of the pastorate so clergy and ministry leaders can remain focused on the spiritual and pastoral mission of the Church.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

Responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.

- Provide leadership and oversight of all operational and financial functions across the pastorate, including parishes, ministries, and current parish-based schools. Establish consistent processes, expectations, and accountability across all locations, ensuring alignment with Archdiocesan standards and supporting effective, efficient day-to-day operations.
- Provide supervision and leadership to assigned staff, including establishing clear expectations, supporting professional growth, promoting accountability, and fostering collaboration across pastorate locations.
- Oversee pastorate-wide financial operations, including budgeting, financial reporting, and internal controls across multiple parishes, so material resources align with the pastorate mission and vision.
- Support long-term financial planning and sustainability, identify opportunities for shared services or cost efficiencies, and partner with finance councils and parish leadership, while ensuring compliance with Archdiocesan policies and procedures.
- Serve as an ex-officio member of the Pastorate Finance Commission and the staff representative on the Pastorate Buildings & Grounds Committee
- Ensure consistent human resource practices across all pastorate locations in collaboration with Archdiocesan HR. Support hiring, onboarding, and employee transitions related to pastorate formation; provide guidance to local leaders on employee relations, performance management, and compliance; and reinforce standardized payroll, benefits, and HR processes.
- Oversee facilities, maintenance, and risk management across all pastorate locations. Prioritize and coordinate repairs and capital needs, lead proxy communications with the archdiocese, manage vendor relationships, evaluate building usage, and support long-term planning for facilities to ensure safe, well-maintained, and sustainable environments.
- Align and integrate administrative systems and processes across the pastorate, including communications, scheduling, recordkeeping, and reporting. Support the implementation and

consistent use of Archdiocesan systems (HRIS, payroll, census, accounting) and establish efficient workflows that reduce duplication and improve overall effectiveness with faithful stewardship.

- Help to lead and support the operational transition to a unified pastorate model. Guide staff and leaders through change with clarity and consistency, identify and address gaps or inefficiencies, reinforce alignment with Archdiocesan direction, and serve as a contact with Archdiocesan teams.
- Serve as the primary liaison to all cemetery boards, supporting the management and streamlining of cemetery operations and, when appropriate, leading the consolidation of cemetery boards.

JOB SCOPE:

Position encounters a wide range of complex and varied work situations across multiple parishes and schools. The Director of Operations operates under general direction from the Pastor and is expected to exercise sound judgment according to Church teaching, establish priorities, and determine appropriate practices and procedures with minimal supervision.

This role requires coordination across multiple locations, balancing competing priorities, and leading through virtuous influence rather than direct authority in some situations. The position plays a key role in implementing consistent operational practices and supporting organizational change within the pastorate.

EDUCATION:

Bachelor's Degree in related field or equivalent experience

Bachelor's Degree in Business Administration, Human Resources, Finance, or related field preferred

EXPERIENCE AND/OR JOB SKILLS:

1. Practicing faithful Catholic who respects and supports Church teaching, worships regularly, and has passion for furthering the mission of Jesus Christ
2. 7–10 years of leadership experience in operations, business administration, HR, or related field preferred
3. Experience managing multi-site operations or complex organizational structures preferred
4. Strong leadership and organizational skills with the ability to bring structure to complex environments
5. Demonstrated ability to supervise staff, lead change, and align structures
6. Strong communication and relationship-building skills
7. Financial and operational acumen with sound judgment and decision-making ability
8. Proficient in office technology including Google Workspace and Microsoft Office Suite

PHYSICAL DEMANDS*:

While performing the duties of this job, the employee is required to:

Sit for extended periods Stand for extended periods Lift and carry up to 20 lbs

Keyboarding and computer use Writing or note-taking

Ability to speak clearly Ability to hear normal conversation Ability to write clearly

Visual acuity for reading Visual acuity for computer work

WORKING ENVIRONMENT*:

*Work is performed in a combination of office, parish, school, and/or off-site settings
Occasional evening or weekend work may be required to support events or meetings
Ability to drive to multiple sitesAbility to work around noiseAbility to lift and set up tables/chairs for events
(Parish/School/PC)Ability to move equipment such as sound systems or supplies*

**The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

POSITION SUPERVISES:

- Controller/Business Manager/Finance staff
- Human Resources staff
- Maintenance staff
- Secretarial staff
- Communications staff (if desired)
- Other (as needed at the pastorate level)

Employee Acknowledgement Section

I have read and understand the duties and responsibilities described above, and I acknowledge that I am capable of performing the essential functions of this position with or without reasonable accommodation.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____