

**SCHOOL SISTERS OF NOTRE DAME  
CENTRAL PACIFIC PROVINCE  
Job Title: Cemetery Manager**

**Date:** 5/25/2023

**Location:** TBD - Can be located in Milwaukee, WI, Mankato, MN, Minneapolis, MN or St. Louis, MO

**General Summary:**

The SSNDCP Cemetery Manager will be responsible for the overall operations of the cemeteries of the School Sisters of Notre Dame of the Central Pacific Province. The Manager will supervise non-liturgical operations and maintenance at the five SSND cemeteries listed below.

- Mount Calvary Cemetery - Mount Calvary, WI
- Notre Dame of Elm Grove Cemetery - Elm Grove, WI
- Our Lady of Good Counsel Cemetery- Mankato, MN
- Chatawa Cemetery - Chatawa, MS
- Sancta Maria in Ripa Cemetery - St. Louis, MO

**Essential Duties and Responsibilities:**

- Has overall responsibility for the administration and day-to-day management of the five SSND cemeteries, including burials, maintenance and record-keeping.
- Creates long- and short-range plans relating to capital improvements, optimum utilization of cemetery property and equipment, and other aspects of cemetery operations.
- Develops annual budget and monitors fiscal accountability.
- Reviews and resolves complaints and problems involving service, claims of ownership and other legal matters with SSND Provincial administration.
- Schedules and directs meetings and educational seminars for the sisters, as needed, with the collaboration of the Provincial Council.
- Formulates and administers cemetery policy and services in collaboration with Provincial Council and local contacts.
- Visits the five SSNDCP cemeteries annually to ensure maintenance.
- Ensures compliance with all relevant state laws and Roman Catholic teachings and traditions.
- Directs local contacts to arrange details for burial services, for example: site of burial, digging of grave or opening of crypt, and placement of equipment and protective covering.
- Collaborates with Cemetery Information Management Systems (CIMS), the SSNDCP IT liaison to CIMS, and the North American SSND Archivist.
- Maintains records of Sisters buried in non-SSND cemeteries and obtains documentation of the condition of the burial sites. If further action is needed, then consultation with the Provincial Council is required.
- Regular meetings with Provincial Council liaison

**Basic Qualifications:**

- Bachelor's degree from an accredited college or university or comparable work/military experience
- Minimum five years' work experience in a senior leadership position
- Strong background in financial management, business operation and facilities management
- Strong interpersonal and communication skills, both written and oral
- Organization skills with the ability to develop long-range plans

- Basic skill in use of spreadsheet and word processing, Excel, Word and video conferencing
- Valid driver's license and good driving records required
- Awareness of and respect for the Catholic Church/SSNDPCP and their burial traditions

**Job Type:** Full-time, Exempt

**Benefit Eligible:** Medical, Dental & Vision Insurance, Short-term & Long-term Disability Insurance, Life Insurance, 403(b) Retirement Benefits, Generous Paid-time-off Benefits and Holiday Pay

**If you are interested in this position, please complete an application or send a cover letter and resume to Lindsey Scales at [bduchene@ssndcp.org](mailto:bduchene@ssndcp.org).**

**If you have any questions, contact:**

**Beth DuChene, Human Resources**

**Phone Number: 507-389-4284**

**Email: [bduchenes@ssndcp.org](mailto:bduchenes@ssndcp.org)**