

# Mansfield Area Catholic Parishes

St. Mary - St. Peter - Resurrection

419-524-2572 · [www.mansfieldareacatholics.org](http://www.mansfieldareacatholics.org)

## Job Title: Director of Finance & Development

**Reports To:** Pastor

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

**Location:** Mansfield, Ohio

### Position Summary

The Director of Finance & Development serves as the chief financial administrator for three Catholic parishes, and their two schools, ensuring sound fiscal management, successful development strategies, accurate financial reporting, and compliance with diocesan policies. This role supports the mission of the parishes by stewarding resources responsibly and transparently. This position works collaboratively with the pastor, parish leadership, staff, and volunteers to maintain financial stability and accountability across all three parishes.

### Essential Duties and Responsibilities

#### Advisory & Strategic Support

- Identify and implement opportunities to enhance parish and school revenue, including tuition, stewardship campaigns, and grant opportunities
- Develop and oversee initiatives across parishes and schools, focusing on operational efficiency without impacting mission-driven programs
- Serve as a financial advisor to the pastor and parish leadership
- Support parish finance councils by preparing reports and attending meetings
- Assist in long-term financial planning

#### Accounting and Financial Management

- Monitor tuition revenue, parish offertory trends, and overall financial health
- Oversee all parish accounting functions, including general ledger, accounts payable/receivable, payroll, and cash management
- Prepare monthly, quarterly, and annual financial statements and analyses for the pastor, finance councils, and the diocese
- Lead the development, monitoring, and reporting on parish budgets for all three parishes
- Conduct financial forecasting, trend analysis, and variance analysis
- Ensure proper internal controls and safeguarding of parish assets

## **Development**

- Oversee development and fundraising strategies in collaboration with the Pastor, Finance Council, and Pastoral Council
- Cultivate and maintain relationships with donors and benefactors
- Oversee development of communication materials related to giving
- Track and analyze giving trends and donor engagement
- Identify and pursue grant opportunities, where appropriate
- Oversee maintenance of the donor database and ensure confidentiality of all donor information

## **Supervision & Leadership**

- Supervise, train, and evaluate Finance & Advancement staff
- Delegate responsibilities effectively and promote a collaborative, respectful work environment
- Provide guidance and support to parish volunteers involved in financial activities

## **Compliance & Reporting**

- Ensure compliance with diocesan financial policies, canon law requirements, and applicable civil laws
- Complete annual audits, reviews, and diocesan financial reporting requirements
- Maintain accurate financial records in accordance with non-profit generally accepted accounting principles (GAAP)

## **Qualifications**

### **Required**

- Bachelor's degree in accounting, finance, or a related field
- 5–10+ years of progressive financial leadership experience
- Demonstrated experience supervising staff
- Strong analytical, organizational, and problem-solving skills
- High level of integrity, confidentiality, and attention to detail

### **Preferred**

- CPA or MBA
- Practicing Catholic in good standing, with a commitment to the mission and values of the Catholic Church, or faith-based environments
- Experience in non-profit organizations
- Familiarity with fundraising, stewardship, or development initiatives
- Familiarity with diocesan accounting systems and parish management software

## **Skills and Competencies**

- Proficiency in QuickBooks and Microsoft Excel
- Financial acumen and strategic thinking
- Clear written and verbal communication skills
- Ability to manage multiple priorities across multiple parish locations
- Collaborative leadership style

## **Working Conditions**

- Office-based with occasional evening meetings
- Some travel between parish locations required

## **Compensation**

- Salary is commensurate with experience. We offer a competitive salary and benefits package within the non-profit sector aimed at hiring top talent dedicated to our mission.

## **Contact**

- Send cover letter, resume, and professional references to:

Email: [resume@myspartans.org](mailto:resume@myspartans.org)

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