

ST. GABRIEL FAMILY OF PARISHES

JOB DESCRIPTION

I. IDENTIFYING INFORMATION

Position: Chief Operations Officer
Status: Full-Time, Exempt, 12 months
Reports to: Pastor

II. POSITION SUMMARY

The Chief Operating Officer (COO) of the St. Gabriel Family of Parishes (SGFP) plays a critical leadership role in advancing the mission and strategic goals of our Catholic parish family. Working in close collaboration with the Pastor—who serves as the spiritual leader and public representative of the parish family—the COO is responsible for the internal operations, administrative leadership, and organizational development of SGFP.

As a key member of the Leadership Team, the COO provides strategic and operational oversight across finance, human resources, facilities, communications, business development, and pastoral support functions. The COO ensures that the day-to-day operations and long-term plans of the parish family are effectively executed, aligned with Catholic values, and responsive to the needs of our clergy, staff, parishioners, and broader community.

This role is designed for a mission-driven, servant leader who can steward resources wisely, lead with vision, build strong teams, and cultivate a culture of collaboration, accountability, and Gospel-centered service.

III. KEY RESPONSIBILITIES

Strategic Leadership & Organizational Development

- Collaborate with the Pastor and Leadership Team to develop and implement strategic plans that advance the mission and sustainability of the parish family.
- Drive alignment of operational goals with pastoral priorities, ensuring smooth coordination between spiritual leadership and organizational needs.
- Lead change management and organizational culture initiatives to support a healthy, mission-aligned workplace.

Operations & Administration

- Oversee day-to-day operations across all parishes in the family, including facilities, IT, risk management, and administrative processes.

- Develop and implement policies, systems, and procedures that promote efficiency, transparency, and accountability.
- Ensure legal and diocesan compliance across all operational areas.

Finance & Stewardship

- Provide leadership in financial planning, budgeting, forecasting, and reporting.
- Ensure responsible stewardship of parish resources through sound financial management and controls.
- Work with external advisors, auditors, and finance councils to maintain transparency and fiscal health.
- Support the Stewardship Director with donor engagement and development efforts.

Human Resources & Team Development

- Support the HR Director with efforts in staff recruitment, onboarding, performance management, and professional development.
- Foster a culture of collaboration, respect, and shared mission among staff and volunteers.
- Provide supervision and support to parish staff, ensuring clarity in roles and expectations.

Pastoral & Ministry Support

- Support the Evangelization Director in enabling and equipping ministry leaders—lay and ordained—for loving worship and effective pastoral outreach and evangelization in alignment with parish mission and vision.

Schools & Early Childhood Centers

- Assist the Director of Schools by providing operational oversight and support for parish schools and early childhood education centers, ensuring alignment with the overall mission and strategic goals of the parish family.
- Support the development and sustainability of high-quality Catholic education through strategic planning, resource management, and long-term facilities stewardship.

Communication & Stakeholder Engagement

- Oversee internal and external communications strategies, including digital platforms, bulletins, and parish-wide messaging.
- Serve as a liaison to parish councils, committees, and diocesan partners as appropriate.

IV. QUALIFICATIONS

Education & Experience

- Bachelor's degree required.
- Advanced degree in Business Administration, Nonprofit Management, Organizational Leadership, or related field preferred.

- Minimum of 7–10 years of progressive leadership experience in operations, finance, or administration—preferably within a nonprofit, faith-based, or mission-driven organization.
- Prior experience working in or with Catholic institutions strongly preferred.

Skills & Attributes

- Deep understanding of and commitment to the mission of the Catholic Church.
- Exceptional organizational, leadership, and problem-solving skills.
- Proven ability to manage people, processes, and resources with integrity and strategic foresight.
- Strong interpersonal and communication skills, with a collaborative leadership style.
- Experience in financial management, HR, and compliance.
- Technologically proficient; comfortable with modern office tools, data systems, and communication platforms.

Personal Qualities

- Practicing Catholic in good standing.
- Caring, Dedicated, Hardworking, and Trustworthy.
- Emotionally intelligent, approachable, and adaptable.
- Committed to servant leadership and building a culture of excellence.
- Comfortable working in a dynamic environment where pastoral and operational priorities intersect.

V. WORKING ENVIRONMENT

This position requires evenings and/or weekend work, and an unpredictable schedule.

Employees of St Gabriel Family of Parishes will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St. Gabriel Family of Parishes and of the Archdiocese of Cincinnati. Employees will neither publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration, or writing, including the use of social media or other digital technologies.

VI. ACKNOWLEDGEMENT

I have read, understand, and agree to perform all job duties and requirements outlined in this job description.

Employee Signature

Date

Supervisor Signature

Date