

## Director of Funeral Services Job Description

**Position:** Director of Funeral Services  
**Position Status:** Full Time  
**Schedule:** Monday—Friday, Some Saturdays and Evenings  
**Category:** Exempt  
**Salary Range:** \$105K - \$125K

**Supervisor:** Reports to the Chief Operating Officer or other manager as may be assigned.

**Job Summary:** As a servant leader; Ensures complete customer satisfaction through operational leadership and supervision. Responsible for revenue and expense budgets and delivery of cash flow and caseload targets. Responsible for recruiting, hiring, training and scheduling of staff.

### Essential Functions:

1. Deliver our Ministerial mission of caring for the dead and providing the Catholic Funeral Rites of a Vigil, Funeral and Committal Service.
2. Responsible for the profitable operation of St. Mary Funeral Center.
3. Assist in creating strategic plans and implement policy, procedures and protocols to achieve goals and objectives associated with strategic planning
4. Create operational budgets and manage the business to meet budgeted goals.
5. Must be able to plan for Capital Expense needs for the funeral department.
6. Oversee all funeral services, prep room and crematory staffing, activity and operations.
7. Must be able to recruit, hire and retain Funeral Directors, Arrangers, Assistants and funeral support staff.
8. Develop, train and mentor all St. Mary's funeral department staff.
9. Participate in family meetings and services with Funeral Directors and Arrangers.
10. Accurately review, approve, prepare and process a variety of correspondence and documents including contracts, receipts, and other forms.
11. Maintain and assist in updating the GPL and CPL as needed.
12. Work with vendors to solicited bids and negotiate contracts.
13. Interface with community groups and attend community functions as needed.
14. Other duties as may be assigned
- 15.



**Minimum Qualifications:**

- Must have a minimum of 4 – 5 years of work experience as a Funeral Home Manager or equivalent position in a like sized funeral home.
- Must hold a valid California Funeral Director's License
- Must hold a valid California Driver's License.
- Must be a Catholic in good standing.

**Education:** Accredited Associate of Arts (AA) degree, or equivalent experience.

**Ability:** Must be able to lift at least 50 lbs.

**Skills/Knowledge:**

**Practicing Catholic with knowledge and understanding of the Catholic Church;**

Proficient in Microsoft Office Products (Word, Excel, Access, Outlook); excellent interpersonal and phone skills; great organizational skills; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation; ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise; able to work in a team-oriented environment; handle multiple assignments consecutively and prioritize workload.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date