Position Title: Director of Cathedral Operations
Status: Full-time
Starting Salary: $91,000
Reports to: Dean of the Cathedral
FLSA Status: Exempt

Summary: Located on Boston Common, the Cathedral Church of St. Paul is a community of congregations including a program for unhoused persons and is a part of the vibrant downtown community. It is the spiritual center for the Episcopal Diocese of Massachusetts, one of the largest dioceses in the U.S., comprising 170 congregations across Eastern Massachusetts.

We're looking for a dynamic professional to help us live into our mission. In particular, the Director of Cathedral Operations will focus on:

- Strengthening the operational and administrative systems that support the Cathedral's ministries and programs.
- Improving and overseeing infrastructure and systems for security, mission-aligned use and upkeep of our property.

Reporting to the Dean of the Cathedral, the Director of Operations serves as a senior member of the Cathedral's leadership team and a strategic partner to the Dean. The Canon provides leadership for the Cathedral's operational systems, facilities coordination, and administrative processes, helping ensure that the Cathedral's ministry is supported by strong institutional foundations and its property is well-maintained. The Director of Operations works closely with diocesan staff and cathedral leadership to ensure strong coordination in financial, operational, and facility matters.

Essential Duties and Responsibilities

Operational Leadership (60%)

- Oversee the Cathedral's operational and administrative systems (facilities and technology), ensuring effective coordination across staff, volunteers, and ministries, and with the Diocese of MA.
- Work with the Facilities Manager and sexton team to ensure safe, effective stewardship of the Cathedral building.
- Oversee emergency preparedness planning and implementation for the Cathedral's ministries and facilities.
- Coordinate with local law enforcement, business and resident associations, and service providers on behalf of the cathedral.
- Manage relationships with vendors and service providers related to building operations.

Institutional Systems and Administration (30%)

- Strengthen administrative workflows and systems that support Cathedral operations, such as tenant and rental income tracking, grant reporting, and development administration.

- Seek grant opportunities and help write grants for facilities-related projects.
- Work with the diocesan finance staff on budget projection modeling, financial tracking related to building rentals, operational expenses, and development initiatives.
- Supervise administrative staff and Facilities Manager (currently three people).
- Assist the Dean and Cathedral Chapter in implementing strategic priorities and institutional planning initiatives.

Ministry Team Participation (10%)

- Meet regularly with the Dean for coordination and strategic planning.
- Participate in Cathedral staff meetings.
- Attend joint Cathedral and Diocesan staff meetings.
- Participate occasionally in Cathedral worship and community life in order to understand the ministry and build relationships within the community.

Qualifications: Successful candidates will have energy, enthusiasm for our mission, flexibility, and strong organizational leadership skills. We are looking for self-starters who can take initiative, enjoy working collaboratively, and are committed to strengthening the Cathedral's operational and fundraising systems.

Education/Knowledge/Experience: Experience in nonprofit administration and budgeting, operations management, or an equivalent combination of education and experience. Experience working in mission-driven or nonprofit organizations is preferred.

Required Skills and Abilities

- Excellent organizational and systems-thinking skills.
- Ability to coordinate multiple projects and operational priorities simultaneously.
- Strong written and verbal communication skills.
- Experience supervising others.
- Ability to work collaboratively with staff, volunteers, and community partners.
- Demonstrated ability to support institutional leadership and mission-driven work.

Computer Skills: To perform this job successfully an individual must demonstrate knowledge and proficiency in Microsoft 365 Suite of applications.

Work Environment: This job will involve being on-site at least four days a week, some remote work, and a few video-conferencing meetings each week. Occasional evening or weekend work may be required.

The Cathedral serves people of diverse cultures and backgrounds, including unhoused persons, in a busy urban neighborhood. We are committed to celebrating belonging, equity, inclusion and diversity within and among our congregations, employees and visitors, and candidates must be able to affirm these commitments. We are an equal opportunity and affirmative action employer. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Benefits
In addition to a commitment to paying a livable wage in the City of Boston, the Cathedral has a generous benefit package including:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off (4 weeks vacation, 12 sick days, and 20 holidays)
- Vision insurance

To Apply: Please send a cover letter and resume to the hiring committee at cathedral@diomass.org.