

**Cemetery Director
Forest Hill Cemetery
2516 Woodland Ave
Duluth MN
218-724-6743**

Application Deadline:1/1/2023

Job Type: Non-Profit

Job Description:

Cemetery Director – Forest Hill Cemetery Duluth, MN An award-winning, growing, and historic community located at the tip of Lake Superior. Duluth has experienced considerable residential, commercial and employment growth. Nationally recognized Duluth’s downtown includes a thriving arts district, a popular farmers’ market, and a river walk. Forest Hill seeks highly focused and empathetic management professionals with well-honed interpersonal and customer service skills as candidates for its next Cemetery Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Includes the following. Other duties may be assigned by the board.

- ❖ Overall management and direction of activities to of Forest Hill Cemetery.
- ❖ Decision making for short and long range planning relating to capital improvements, optimum utilization of cemetery property, equipment, replacement marketing and other aspects of cemetery operations.
- ❖ Directs, coordinates and delegates activities related to sales, maintenance and business operations.

- ❖ Monitors quality of activities and services, establishes standards for measuring results and evaluates and modifies activities and services as required.
- ❖ Formulates goals and objectives, coordinates development of budget and monitors fiscal accountability.
- ❖ Monitors and reviews financial statements in income and expense reports to provide for operational and capital revenue needs.
- ❖ Reviews legal documents together with the cemetery board, including architectural contracts, bidding forms and construction documents, as well as interment and entombment documents.
- ❖ Directs overall administration of personnel policies relating to employment, work assignments, personnel evaluations, training, and termination of staff.
- ❖ Reviews and resolves complaints and problems involving service, claims of ownership and other matters in conjunction with the cemetery board.
- ❖ Schedules and directs meetings and educational seminars for cemetery personnel.
- ❖ Directs and maintains mandatory safety policies to meet state and federal requirements and ensures that all policies are documented.
- ❖ Serves as a resource to the cemetery board on matters and hold memberships on state and national committees and organizations.
- ❖ Communicate with clergy, funeral directors, boards, accountants, suppliers, investment managers and individuals using cemeteries.
- ❖ Serve as secretary to the cemetery board.

- ❖ Travel to attend industry meetings and conferences as approved by the Board.
- ❖ Work evenings and weekends as required.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with qualified disabilities under the Americans with Disabilities Act to perform the essential functions of this position.

EDUCATION AND/OR EXPERIENCE: college degree preferred, previous cemetery management & administration experience preferred or knowledge and experience in the following: Business Administration, organizational planning, policy development and implementation, staff development and employee relations, salary administration, financial planning and security investment, auditing, accounting and budgeting, public relations, property development and management, building construction and maintenance, local, state and federal regulations.

Candidates should apply immediately (open until filled) with resume, cover letter and contact information for five work-related references to Foresthillemetery@yahoo.com to the attention of Joe Johnson, head of the search committee. The Cemetery is an Equal Opportunity Employer.

Deadline Note: Position Open Until Filled