



## **Midtown Catholic Director of Mission and Operations Job Description**

**Position Title:** Director of Mission and Operations  
**Reports To:** Pastor  
**To Apply:** Email or call Father Frank Jindra  
[fejindra@midtowncatholic.church](mailto:fejindra@midtowncatholic.church)  
402.556.1456 or 402.660.2875

### **Organization Summary**

Midtown Catholic is the Archdiocese of Omaha Parish Family consisting of Saint Thomas More Catholic Church, Saint Joan of Arc Catholic Church. The Parish Family also hosts two Omaha Catholic School Consortium schools: Saint Thomas More Catholic School and Dual Language Academy. This position reports directly to the Pastor, Father Frank Jindra, who oversees the Parish Family.

### **Position Summary**

The Director of Mission and Operations is responsible for the overall administration, leadership, and day-to-day operations of the parish family. Working collaboratively with clergy, parish staff, volunteers, councils, and ministry leaders, the Director of Mission and Operations ensures that the parish family's mission of evangelization, worship, faith formation, stewardship, and service is effectively carried out. The Director of Mission and Operations provides strategic leadership, financial oversight, personnel management, and operational coordination while fostering a vibrant Catholic community rooted in the teachings of the Church.

## **Essential Duties and Responsibilities**

### **Parish Leadership and Administration**

- Provide leadership in implementing the parish family mission, vision, and pastoral priorities.
- Coordinate parish family operations and ensure effective communication among staff, ministries, councils, and parishioners across the entire organization.
- Support the pastor in the execution of pastoral and administrative goals.
- Develop and implement parish policies and procedures in accordance with Omaha Archdiocesan guidelines.
- Facilitate long-range planning and parish development initiatives through the parish committees and councils.

### **Staff Supervision and Human Resources**

- Supervise parish staff and oversee daily personnel matters.
- Set clear expectations and goals for every employee with the pastor and parish leadership.
- Conduct employee evaluations, coaching, and professional development with the pastor and parish leadership.
- Assist pastor and parish leadership with recruitment, hiring, onboarding, and retention of staff.
- Foster a collaborative, faith-centered workplace culture.
- Ensure compliance with Omaha Archdiocesan employment policies and applicable laws.

### **Financial Management**

- Oversee parish financial operations, budgeting, and stewardship programs.
- Monitor revenues, expenditures, and financial performance.
- Work with finance councils, the Accounting Coordinator, and Omaha Archdiocesan offices to ensure sound fiscal management in compliance with the agreements between the Omaha Catholic School Consortium, the Archdiocese of Omaha, and each parish.
- With the Accounting Coordinator, assist Pastor and the Finance Council in preparing annual budgets and financial reports.
- Ensure proper internal controls and financial accountability in accordance with Omaha Archdiocese best practices, policies, and procedures.

### **Facilities and Operations**

- Oversee maintenance, safety, and utilization of parish buildings and grounds with the appropriate committees and councils.
- Coordinate capital improvement projects and facility management plans with the appropriate committees and councils.
- Manage Maintenance Staff in coordination with school principals and committees to initiate and prioritize work orders and inspect after completion.
- Ensure compliance with safety regulations and Omaha Archdiocesan standards.
- Manage vendor relationships and service contracts.

**Parish Ministries and Programs**

- Support parish ministries, religious education, sacramental preparation, youth ministry, outreach, and evangelization efforts.
- Collaborate with staff and volunteers to assess ministry effectiveness and growth opportunities.
- Work with and supervise the Coordinators of Religious Education and Evangelization to ensure parish family mission, vision, and pastoral priorities are being advanced.
- Encourage parishioner engagement and volunteer involvement.
- Promote stewardship of time, talent, and treasure.

**Communication and Community Relations**

- Serve as a primary point of contact for parish administrative matters.
- Oversee parish communications, including bulletins, websites, social media, and newsletters.
- Build positive relationships with parishioners, diocesan officials, community organizations, and local stakeholders.
- Assist in resolving concerns and fostering unity within the parish community.

**Compliance and Risk Management**

- Ensure compliance with diocesan policies, safe environment requirements, and applicable civil regulations.
- Maintain accurate records and reports.
- Oversee insurance, risk management, and emergency preparedness efforts.
- Protect confidential parish and personnel information.

**Qualifications****Education**

- Bachelor's degree in Business Administration, Management, Finance, or a related field preferred.
- Completion, or willingness to complete, the Omaha Archdiocese Mentorship Program strongly preferred.
- Safe Environment Certification from the Archdiocese of Omaha Required.

**Experience**

- Ten or more years of progressively responsible leadership or management experience.
- Experience in managing budgets, personnel, organizational operations, or facilities management.
- Background in and/or knowledge of the Catholic Church with a demonstrated commitment to the mission and teachings of the Church
- Demonstrated leadership, organizational, and strategic planning skills.

**Skills and Abilities**

- Strong interpersonal and communication abilities.
- Experience with budgeting, financial oversight, and stewardship initiatives.
- Ability to supervise staff and manage multiple priorities effectively.
- Proficiency with office software, databases, and communication platforms.
- Ability to maintain confidentiality and exercise sound judgment.

**Physical Requirements**

- Ability to work in an office environment with occasional lifting of up to 50 pounds.
- Ability to attend evening and weekend meetings and parish events as needed.
- Ability to move throughout parish facilities and grounds as well as assisting with projects and maintenance as needed.

**Work Schedule**

- Full-time position.
- Regular office hours with flexibility for evenings, weekends, holy days, and special parish events.

**Mission Statement**

The Director of Mission and Operations serves the Church by providing professional leadership and administration that supports the parish's mission of proclaiming the Gospel, celebrating the sacraments, fostering discipleship, and serving the people of God.