

Director of Operations

Basilica of St. Adalbert, Grand Rapids, MI

Position Type: Full-Time/Exempt

Reports To: Pastor

Summary

The Basilica of St. Adalbert is seeking a Director of Operations to serve as an administrative partner to the Pastor, providing the organizational leadership and operational oversight necessary for the parish to fulfill its mission to make disciples. This role is responsible for the day-to-day operations of the parish and prudent stewardship of the parish's human, financial and capital resources.

About the Basilica

The Basilica of St. Adalbert, located in the historic West Side of Grand Rapids, Michigan, is a vibrant Catholic parish, serving nearly 1000 families. Elevated to the status of a Minor Basilica in 1980, it occupies a unique place in the liturgical and pastoral life of the Diocese of Grand Rapids. The parish's architectural beauty and emphasis on musical and liturgical excellence have been fundamental in building a youthful, diverse, and growing community from across the city and surrounding region. The parish is currently clustered with (shares a pastor with) St. Mary's parish, about a half mile away.

Primary Responsibilities

Parish Leadership & Pastoral Support

- Serves as a key operational partner to the Pastor, coordinating or supporting projects and programs as assigned across all areas of parish life.
- Maintains a comprehensive understanding of parish activities and operations, providing the Pastor with regular reports on the state of the parish, including concerns, opportunities, and resource gaps.
- Facilitates the development of annual work plans, goals, and objectives; monitors and evaluates their accomplishment throughout the year.
- Is an engaged member of the staff and participates in staff meetings, prayer, retreats, and parish life.

Financial Management

- Manages the financial resources of the parish, monitoring monthly income, expenditures, purchases, and payment of accounts.
- Oversees the tabulation and deposit of all parish income, maintaining accurate and efficient systems for collecting, accounting, and depositing revenue.
- Collaborates with the Pastor and relevant staff to develop the budget and for long-term financial planning.

Facilities & Operations

- Supervises the Facilities Maintenance Manager, providing direction, support, and performance evaluation.
- Collaborates with the Facilities Maintenance Manager on long-term facility planning, capital improvement projects, and budget management for facilities-related expenditures.
- Ensures that systems and standards are in place for the scheduling and use of parish facilities across staff, ministries, and other groups.

- Develops and coordinates the parish's communication and information systems in collaboration with the parish administrative assistant.
- Interfaces with government agencies regarding local, state, and federal regulations affecting parish operations.
- Serves as the contact for salespersons, vendors, and civic and community groups.

Personnel & Volunteer Management

- Supervises and evaluates parish office and maintenance staff.
- Collaborates with Pastor to foster a culture of prayer, discipleship, and teamwork among parish staff.
- Coordinates hiring and ongoing personnel administration, including benefits enrollment, payroll, confidential recordkeeping, performance reviews, and other employee needs.
- Coordinates and collaborates with all parish staff and volunteers, ensuring appropriate training in diocesan guidelines and requirements, including Virtus/Safe Environment Training.

Qualifications

- A disciple of Jesus Christ, in regular prayer and communion with Him, who is a practicing Catholic in good standing, faithful to the Church's magisterium, and committed to the parish's mission of evangelization.
- Bachelor's degree in Business Administration, Nonprofit Management, Accounting, or a related field, or equivalent professional experience.
- Experience in operations or administrative management, preferably in a parish, diocesan, or nonprofit setting.
- Strong financial acumen, including budgeting, bookkeeping, and financial reporting, combined with working knowledge of HR practices such as payroll, benefits administration, and personnel recordkeeping.
- Supervisory experience and the ability to lead staff and volunteers.
- Excellent organizational, communication, and interpersonal skills, with the ability to collaborate effectively with staff and parishioners of diverse backgrounds.

Accountability

This position will be responsible to the Pastor and will meet regularly with him. This position will work roughly 40 hours per week. Performance reviews and salary increases will be agreed upon and in accordance with diocesan guidelines.

Salary and Benefits

- Competitive salaried compensation commensurate with experience, in accordance with parish and diocesan policies.
- Benefits package including health, retirement, and paid time off.
- Continuing education support where applicable.

To Apply

Submit a résumé, brief cover letter, and three professional references to:

Fr. Kyle Kilpatrick

kilpatrick@basilicagr.org

We will actively review applications upon receipt and will schedule initial interviews starting June 5th.