ARCHDIOCESE OF WINNIPEG

OPERATIONS AND FINANCE PROGRAMS DIRECTOR

Career Opportunity

The Archdiocese of Winnipeg, serving the Catholic community in south-western Manitoba with 87 parishes, Catholic schools and other institutions, is seeking an experienced, organized, and trustworthy individual to join our team as Operations and Finance Programs Director. Reporting to the Moderator of the Curia, the Director oversees day-to-day operations and related finances for program areas, working closely with parishes, Catholic Centre departments, the Finance team, contractors, and service providers.

Key Responsibilities:

1. **Facilities Management**
   - Oversee the day-to-day operation, maintenance, safety and security of the Catholic Centre and other Archdiocesan properties.
   - Manage vendor and service contracts (for example HVAC, janitorial, snow removal and security), monitoring costs and service quality.
   - Ensure buildings meet applicable fire, health and safety, and accessibility requirements.
2. **Capital, Building and Major Parish Projects**
   - Serve as the liaison between parishes and the Archdiocesan office on capital, building and major parish projects.
   - Guide parishes on Archdiocesan approval, documentation, insurance and contractor requirements, and track project status.
3. **Property and Liability Insurance**
   - Coordinate claims from the Catholic Centre, parishes and cemeteries, and track claim costs.
   - Promote loss prevention through inspections and contractor and event insurance certificates.
4. **Information Technology**
   - Serve as the main liaison with the contracted managed IT provider, managing the service agreement, service levels, invoices and IT costs.
   - Oversee compliance with privacy legislation, Archdiocesan IT policies, and cybersecurity, backup and access-control requirements.
   - Coordinate technology needs for the Catholic Centre and offer advice to parishes, and including the lifecycle replacement plan.
5. **Safe Environments Program**
   - Provide management oversight of the Safe Environments program, working closely with the Safe Environment Officer.
   - Ensure screening is completed and tracked for clergy, staff and volunteers: Criminal Record Checks with Vulnerable Sector search and Child Abuse Registry checks.
   - Monitor training records and compliance across parishes and ministries.

6. **Superintendent of Catholic Cemeteries**

- Serve as the main contact between the Archdiocesan office and the Cemeteries Manager.
- Review cemetery financial reports, including perpetual care funds, pricing and revenue, and support compliance with The Cemeteries Act (Manitoba) and its regulations.
- Serve on the Archdiocesan Cemeteries Board

Requirements:

- University degree or college diploma in business administration, finance, facilities or property management, or a related field (or equivalent); a CPA, CFM or FMA designation is an asset.
- 5 to 7 years of progressive experience in operations, facilities or property management, including at least 3 years leading contractors, service providers or staff and monitoring costs.
- Working knowledge of insurance claims, risk management and screening or safeguarding programs.
- Experience managing an outsourced IT provider and knowledge of cybersecurity and privacy practices; Office 365, Sage 300 and Payworks are an asset.
- Experience coordinating projects with multiple stakeholders; a PMP designation is an asset.
- Collaborative leadership, sound judgement and discretion, strong organization and negotiation skills.
- Knowledge of the Catholic faith and the structure of the Church is an asset.
- Regular travel to parishes, cemeteries and project sites (driver's license required); occasional evening or weekend work.

Compensation and Benefits:

- Employment Type: Full-time, Permanent.
- Salary: Competitive salary based on experience and education
- Free on-site parking and a supportive, collaborative workplace with a strong sense of mission.
- Paid sick, personal, bereavement and other leaves, plus 3 weeks' vacation in the first year.
- Health and Dental Benefits with RRSP match after probation.
- Learning and development opportunities and reimbursements.

To Apply:

Submit your resume and cover letter to hr@archwinnipeg.ca, subject: Operations and Finance Programs Director.

Applications are reviewed on a rolling basis. Only shortlisted candidates will be contacted. Accommodation is available upon request during the recruitment process.

Condition of Employment:

Employment is conditional on a satisfactory Criminal Record Check (with Vulnerable Sector search) and Child Abuse Registry Check, at the Catholic Centre's expense.