

DIRECTOR OF ADMINISTRATION & ADVANCEMENT

Dolores Mission Catholic Church
Los Angeles, CA
Founded 1925

ORGANIZATIONAL BACKGROUND:

Dolores Mission Parish is a Roman Catholic Parish of the Los Angeles Archdiocese staffed by Jesuit priests for over 40 years. It has become known for its prophetic work among former gang members and for its work for social justice on local, national and global issues. The parish cares for the spiritual, social, and material needs of its parishioners who come primarily from the immediate neighborhood, the poorest area of Boyle Heights. The TK-8 elementary school serves primarily students from this neighborhood.

POSITION SUMMARY:

Join a dynamic, diverse, and fast-paced parish community as the Director of Administration & Advancement. Dolores Mission Parish, located just east of downtown Los Angeles in Boyle Heights, seeks an energetic, welcoming, organized, collaborative, flexible, dependable, and detail-oriented administrator and storyteller who is committed to the church and school's mission. The Director of Administration & Advancement works in close collaboration with the pastor, school president, business manager and development staff and is responsible for holding the vision of Dolores Mission and telling our story to multiple constituents and supporters, building a lean church fundraising operation, evaluating fundraising strategies and roll-out plans, overseeing parish communications, managing church administrative and development staff and human resource needs, directing overall management of the parish office, organizing finance council meetings and overseeing financial reporting, and supporting the pastor with property management and maintenance plans.

REQUIREMENTS:

Education: B.S. or B.A. from a four-year college or university

Experience: Three-five years management experience, with a development, marketing or communications background

Skills/Knowledge: Practicing Roman Catholic, bi-lingual (Spanish and English), strong leadership and interpersonal skills, excellent team player, proficient in Microsoft Office Suite, willingness to expand technological skills as needed.

Compensation will be commensurate with qualifications, education, and experience. Dolores Mission offers a comprehensive benefits package to its employees and their eligible dependents including: Medical, Dental, Vision, Vacation, Holiday and Sick days. Other voluntary benefits include: Life Insurance, Disability

Learn more about our community at www.dolores-mission.org, www.doloresmissionschool.org, www.doloresmissionschool.org, <https://www.facebook.com/DoloresMissionChurch>

TO APPLY:

Interested and qualified candidates can request a detailed job description. To apply, please submit in one email and as separate documents the following materials:

- A cover letter expressing your interest in this particular position
- A current CV/Resume

Email all inquiries and materials to Ellie Hidalgo, Pastoral Associate, at ehidalgo@dolores-mission.org