

General Manager - Dayton Memorial Park Cemetery and Mausoleum

Dayton Memorial is looking for a General Manager to replace our current Manager who is retiring. The ideal candidate will have experience working in a cemetery/memorial park environment, or, like our current manager, who has been very successful, come from Park Management. The right personality fit is very important!

About Us:

Founded as a nonprofit association in 1921, Dayton Memorial Park Cemetery and Mausoleum was created to be a special sanctuary where families could memorialize their loved ones. It was to be a reverent place, one that would honor those who have passed, set in a park-like atmosphere that would celebrate the living beauty of nature. The first burial took place in 1923 and now nearly 400 interments occur each year in over 271 acres. Today, the founders' vision, fulfilled by their successor's diligence, has created a peaceful retreat that families enjoy visiting.

Not-for-profit advantages:

- All "profits" are reinvested in the facility, not to pay owners dividends.
- Being a not-for-profit, families that purchase a grave(s) have input into cemetery operations.
- Dayton Memorial Park Cemetery and Mausoleums was the recipient of the 2018 Vandalia/ Butler Chamber of Commerce, Non-Profit Organization of the Year Award.

Job Responsibilities:

- **Fiscal Duties:** including, responsible for the overall financial stability of the Cemetery and operating within the board-approved budget.
 - Oversees all financial and accounting functions, including accounts payable, accounts receivable, payroll, cash flow, line-of-credit, commissions, annual review, etc.
 - Develops the annual operating budget, capital expenditures, sales planning, bid specifications and grant proposals.
- **Staff/Office Management:** Approximately 11 staff members, including Sales, Admin, Maintenance
 - Assumes full authority, within budgetary guidelines, for hiring, promoting, evaluating, training, disciplining, and terminating Cemetery employees.
 - Oversees the day-to-day operation of the Cemetery office and grounds staff.
 - Develops and maintains a positive environment so that employees are motivated to strive for performance excellence and achievement.
 - Ability to perform Front Desk tasks including grave location, scheduling of burial and work orders.
 - Ability to perform Family Advisor role including At-Need and Pre-Need sales.
- **Grounds Management:**
 - Preservation of comprehensive maintenance records, accident records, vehicle & equipment maintenance records, fuel usage, safety training and certifications; assures compliance with OSHA and all other regulatory agencies.
 - Building maintenance, ground landscaping, plant care
 - Assures burial sites are consistently prepared and maintained at the highest level.

Position Qualification Requirements:

- BS Degree in Management or related field and a minimum of 10 years of management experience in a related or similar industry OR any equivalent combination of education and experience.
- Special Requirements: Pesticide Application Certificate a plus.
- Must possess a valid Ohio Driver's License
- Preferably has some experience in turf and tree care.

Knowledge and Skills

- Thorough knowledge of principles of management, including employee performance management.
- Thorough understanding of how to analyze financial reports to determine actions necessary to maintain and/or improve the Cemetery's performance.
- Thorough knowledge of financial management practices and budget preparation/management.
- Working knowledge of cemetery grounds, landscaping, equipment, and building maintenance.
- Ability to establish and maintain effective working relationships with employees and families.
- Excellent time management and organizational skills; ability to manage without direct supervision.
- Excellent interpersonal and communication skills.
- Basic computer and technology skills

Physical Demands:

Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, climbing, sitting, reaching, lifting, etc. Mental application utilizes memory for details, verbal instructions and discriminating thinking.

Benefits:

- Salary Negotiable, depending on experience – Midpoint \$79,000K-\$89,000K.
- Medical
- Vacation
- Retirement Contribution

This job description in no way states or implies that these are the only duties to be performed by the employee. Employees will be expected to follow any other job-related instructions and to perform any other job-related duties requested by any person with authority to give instructions or assignments.

Applicants will receive a much more detailed description on application of their resume.

Email: HR@Daytonmemorialpark.com

Send Resumes by mail to: Human Resources, Dayton Memorial Park Cemetery and Mausoleum, 8135 North Dixie Drive, Dayton, OH 45414