

FAIRFIELD COUNTY
Catholic Cemeteries
of the Diocese of Bridgeport



EXECUTIVE DIRECTOR

January 29, 2026

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



Position Summary:

The Executive Director is directly responsible for overseeing the day-to-day operations of Catholic Cemeteries and to establish and coordinate cemetery expansion, development and operations and uphold the traditions and standards of the Roman Catholic Church as it relates to Christian burial. Additional duties as they relate to the establishment of all policies and procedures as they pertain to Catholic Cemeteries.

Duties & Responsibilities:

The following specific responsibilities are representative of duties required in this position. They may be unilaterally but reasonably changed based on the working environment and departmental needs.

- The Executive Director will develop immediate and long-range objectives and strategic planning for cemeteries.
- Ensure consistent appearance of cemeteries through implementation of sound maintenance practices.
- Plan and execute programs for successful attainment of approved objectives.
- Authorized policies and develop procedures and methods as necessary to plan and develop goals for necessary cemetery expansion, mausoleum construction and/or crematorium operations.
- To authorize pertinent policy changes as desirable.
- Develop, train and maintain an effective working organization, delegating responsibility and authority to specific personnel for performance of assigned functions, and rendering assistance and guidance to them as necessary.
- Coordinate functions of the cemetery with other units and levels within Catholic Cemeteries and the Diocese and to cooperate in achieving mutual goals.
- Conduct relationships with senior management with the Office of the Bishop and Diocesan Center in a manner that will reflect creditably upon Catholic Cemeteries and the Church.
- Oversee and authorize all aspects of personnel needs, purchasing and to specifically plan financial goals with the development of the cemetery budget.
- All other duties as assigned.

Qualifications & Skills:

- Strong communication and supervisory skills are required.
- Capable in establishing goals and objectives as it pertains to future cemetery growth and to formulate these needs in a clear, concise manner for presentation to senior management.
- Understanding of Catholic focused bereavement programs.

Education & Experience:

- A college degree is required with at least five (5) to five years' experience in cemetery operations, supervision, policy, and marketing.
- Knowledge and understanding of the burial practices and traditions of the Roman Catholic Church.

Salary: Commensurate with background and experience. Comprehensive benefit program (details will be furnished to finalist candidates).

Application Deadline: March 15, 2026

(We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)

For consideration, please email resume to:

Brent Morton
Senior Vice President of Recruiting
Catholic Recruiter Associates
Brent@CatholicRecruiter.com

Note: Only those selected for an interview with the search committee will be contacted.

This position serves a vital religious function that supports the mission and beliefs of the Roman Catholic Church.

Search managed by:

CATHOLIC RECRUITER ASSOCIATES

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