



DIRECTOR OF COMMUNITY ENGAGEMENT

July 8, 2026

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

Holy Sepulchre and Ascension Garden Cemeteries are Catholic cemeteries serving the faith community of the greater Rochester NY area. With over 450 acres of sacred land and more than 250,000 burials, the cemeteries are nationally recognized for their landscaped beauty, prominent mausoleums, chapels and operational excellence.

Holy Sepulchre and Ascension Garden Cemeteries (HSC/AG) will assist the Church in fulfilling its Ministry to bury the deceased of the faith community in consecrated grounds. Their cemeteries will serve as sacred and peaceful sites of beauty where family and friends can gather in prayer and remembrance, reflecting respect for the human person, belief in the resurrection of the body, and the hope of eternal life. We are dedicated to the Christian burial of all members of the Catholic Faith Community and comforting all those who mourn them.

Position Summary

The Director of Community Engagement (DCE) will represent HSC/AG to Catholic dioceses, parishes, community groups, and local leaders. This role is responsible for building collaborative relationships that raise community awareness of existing programs and services as well as the development of new programs and services educating the community in the Order of Christian Funerals, the benefits of advanced planning and grief support programs.

This newly created position reports to the Executive Director of the Cemetery and works closely with staff leadership and guidance from the Board of Trustees.

Functional Objectives

- **Knowledge and Management of Catholic Theology:** Exhibit extensive knowledge of the Catholic faith and exercise responsibility for the overall direction and management of the ministry's engagement functions consistent with the Mission Statement.
- **Staff Recruitment and Development:** Assist in the recruitment, training and evaluation of key staff who facilitate family services and community engagement functions. Provide input to the annual budget process regarding the educational needs of the ministry and resource development.
- **Current Staff:** The (DCE) will lead staff to educational opportunities to ensure adherence to Catholic theology.
- **Program Performance and Reporting:** Advise and inform the Executive Director and Board Committee regarding the performance and success of ministry-related programs. Establish ongoing communications with the Board Committee to prepare and distribute materials for Executive Committee and Board meetings related to the ministry programs.
- **Strategic Planning Collaboration:** Assist the Executive Director in the development of intermediate and long-term strategic planning. Maintain necessary budgetary, technological, and analytical skills while being familiar with the language and culture of cemetery ministry.
- **Additional Duties:** Other duties as assigned.

Role Clarity

Management and Coaching

- Provide leadership and strategy for introducing educational, grief support and pre-planning programs to the community.
- Oversee parish and community engagement events in collaboration with the Executive Director.

Relationship Building and Community Partnerships

- Lead the development of partnerships with clergy, parish staff, and community organizations, emphasizing HSC/AG programs and the Order of Christian Funerals.

Grief Ministry Program Management

- Design, implement, and lead a comprehensive Grief Ministry Support Program.

Outreach and Community Events

- Monitor regional diocesan engagement and community events, assessing effectiveness with the Executive Director.
- Suggest improvements for engagement initiatives and enhance family engagement skills.

Administration

- Collaborate with the Executive Director to develop a strategic engagement plan.
- Issue engagement reports to the Board of Trustees and Executive Director, identifying new marketing and service opportunities.

Qualifications Required

- Practicing Roman Catholic in good standing with a demonstrated commitment to the mission of the church.
- Bachelor's degree from an accredited college or university with a Master of Divinity degree preferred.
- A minimum of 5 years of applicable managerial experience is required, preferably with experience in program development and implementation within a nonprofit, religious or pastoral / Catholic ministry setting. Candidates with comparable relevant experience will be considered.
- Strong communication skills and adept at developing interpersonal relationships.
- Is able to conduct oneself with a family first approach, at times in emotional environments with grieving families.
- Has the ability to manage a grief ministry program.
- Skilled at establishing and developing cooperative working relationships with parish and community leaders and serving families of our faith community while meeting the objectives of this position.

- Is proficient in Microsoft Office and other software.
- Valid NYS driver's license.

Physical and Working Environment

- Primary office will be located at Holy Sepulchre Cemetery, Rochester NY.
- Working hours will be flexible as some evenings and weekends will be required for events and presentations.
- While performing the duties of this job the employee is required to; stand, sit, walk, use of arms and hands. Occasionally stoop, kneel, crouch, climb and balance within an office environment. Additionally at times it is necessary to walk on the cemetery grounds in good or inclement weather and use steps within the chapels and mausoleums.

Travel: Onboarding may require travel to other dioceses to observe engagement / outreach programs in other cemetery organizations. Occasional travel to cemetery conferences may be required.

Salary: Commensurate with background and experience (\$110,000 - \$130,000). Comprehensive benefit program including medical insurance and 403b plan (details will be furnished to finalist candidates).

Application Deadline: August 31, 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:



P.O. Box 967
Ridgefield, CT 06877
Phone: (203) 438-8475
info@catholicrecruiter.com
www.catholicrecruiter.com