

Job Description: Business Manager, Eugene Masonic Cemetery

Title of Position:

Business Manager, Eugene Masonic Cemetery

Reports to:

Eugene Masonic Cemetery Association (EMCA) Board President or Board President's designee.

Consults with:

EMCA Cemetery Manager, EMCA committee chairs as appropriate.

General Purpose:

The EMCA is a 501(c)(3) non-profit organization.

The EMCA Business Manager, in concert with the EMCA Board of Directors, is responsible for the successful operation of the business of the Eugene Masonic Cemetery in accordance with the EMCA Vision and Mission Statements, as well as in compliance with local, state and federal laws and regulations pertaining to Historic and Operating cemeteries.

Duties Include but are not limited to:

- Sales of Burial Rights
 - Locating and showing available cemetery lots and locations.
 - Completing required contracts, paperwork and reports related to sales.
 - Completing required reporting related to burials.
- Marketing and Public Relations
 - Creating media releases to publicize cemetery services and events, including EMCA-sponsored musical presentations, annual Memorial Day celebrations, memorial services, donor appreciation and fundraising events.
 - Creating and publishing monthly EMCA eNewsletters
 - Assisting in the creation and distribution of semi-annual print newsletters.
 - Developing and maintaining good working relationships with service providers, contractors, law enforcement agencies, funeral homes, neighborhood associations, etc.
 - Assisting in the maintenance and development of the EMCA website.
- Office Management
 - Responding to telephone inquiries.
 - Gathering and distributing mail related to the business of the cemetery.
 - Assisting Board Treasurer with basic banking activity.
 - Updating cemetery policies and procedures; identifying and proposing new policies and procedures.
 - Updating donor and mailing lists.
 - Other projects and duties as assigned.

- Collaborating with Cemetery Manager on site projects, burials and other essential cemetery functions.
- Attending EMCA Executive Committee, Board, and select EMCA committee meetings.
- Updating and maintaining EMCA roster.
- Other duties as assigned.

Experience

- Proven success in sales and marketing.
- Demonstrated experience in business and office management.
- Experience working with a private, non-profit Board of Directors is desirable.
- Experience working with private and corporate donors is desirable.
- Experience with and understanding of the community within which the Eugene Masonic Cemetery resides is highly desirable.
- Knowledge and appreciation of the history of the Eugene Masonic Cemetery is important.

Qualifications

- Has the ability to work both independently and collaboratively.
- Is willing to learn and take on new responsibilities.
- Is willing to work flexible hours.
- Is able to physically move through the cemetery.

Terms of Employment

- 30–32 hours per week, schedule to be determined.
- Limited remote work may be available.
- Beginning hourly compensation \$28.00.
- Paid mandatory Oregon Family Leave costs.
- Eight days paid annual leave, prorated per calendar year.
- First review in three months from hire, with subsequent annual reviews in December.

How to Apply

- To apply, please submit the following to *emca1859@gmail.com*:
 - Cover Letter
 - Résumé
 - Professional References (at least three) with contact information
- Please submit application materials no later than July 25, 2024