

Job Title – Sales Manager

Hours- Full-time, Exempt (Monday – Friday 8:30 AM – 4:30 PM, Saturday 9:00 AM – 12:00 PM)

Location- Catholic Cemeteries

Reports to- Executive Officer of Catholic Cemeteries

Start a Great Career with a Great Purpose!

The Catholic Cemetery is an expression of our relationship with God through a graced environment of beautifully manicured grounds and buildings. We accept the responsibility of implementing this apostolate to the people of God in the Diocese of Joliet under the direction and supervision of a dedicated staff. We will proclaim through our words, work, and example the sacredness of the Homan Body and the rich tradition of the Catholic Church and its teachings, which relate to death, burial, and devotion to the departed souls.

In this role, You will...

- Serve as the primary lead accountable for creating and driving sales strategies and performance to ensure the business meets or exceeds standards
- Work closely with the Executive Officer of the Cemeteries to establish and promote services and sales initiatives
- Plan, organize, coordinate, and manage sales and services for the four (4) DuPage Catholic Cemetery operations
- Promote service and sales initiatives, as well as develop marketing plans to expand exposure of our Catholic Cemetery locations to grow market share

Required

- Excellent leadership and organizations skills
- High School diploma or equivalent
- At least five (5) or more years' experience in sales
- Minimum 2-3 years management experience; Funeral Home, Cemetery, or relevant industry experience
- Well- developed consultation skills and ability to communicate effectively with internal, as well as external customers, community leaders, and grieving client families
- Demonstrated ability to build, inspire, train, and energize sales and administration team
- Ability to lift and move objects exerting up to 50 pounds of force
- Valid state-issued driver's license in standing and acceptable driving record
- Must support the mission, philosophy, objectives and policies of the Catholic Church and the Diocese of Joliet

Preferred

- Bachelor's degree in business administration, marketing, or related field
- Minimum five (5) years of related experience may be substituted for Bachelor's degree
- Bilingual in Spanish

If interested in this amazing opportunity, please send a cover letter, resume and salary requirements to eholloway@dioceseofjoliet.org