



DIOCESE OF CHARLOTTETOWN

P.O. BOX 907, CHARLOTTETOWN, PRINCE EDWARD ISLAND, C1A 7L9

Position Title

Business Manager

The Organization

The Roman Catholic Diocese of Charlottetown serves Catholics living in Prince Edward Island. It has 50 parishes, 36 incardinated priests, and various offices and ministries. The Seat of the Diocese is in Charlottetown and the Chancery Office is located at 350 North River Road.

Purpose of the Position

The purpose of this position is to assist the Bishop in the business administration of the Diocese and in his duty of due diligence over other Catholic institutions and to provide help to parishes on their properties and possessions.

Summary of Duties and Responsibilities

- Assists the Bishop in his duty of financial diligence within the Diocese by assisting in the development and implementation of policies and norms regarding financial matters.
- Supports priests and parishes in financial and property matters through education and training.
- Monitors investment fund performance and meets with investment advisors.
- Responsible for finances and properties of the Diocese, including any purchase or sale of real estate.
- Works with external accountants and the Diocesan Finance Council to prepare the annual financial report.
- Chairs the Diocesan Building Committee.
- Responds as needed to parish requests regarding financial and human resource matters.
- Seeks and applies for government and private grants to support projects.
- Organizes and oversees specific Diocesan fund-raising events.
- Other duties as may be assigned from time to time.

Education Requirements

Must have a degree or diploma from a recognized post-secondary institution plus considerable experience in a business environment.

Required Skills and Abilities

- Considerable knowledge gained from working in the business and/or finance sector.
- Proficient in using computer programs and suites including Microsoft 365.
- Must be detail orientated and possess strong organizational and time management skills.
- Must be able to relate to a wide variety of people and be able to establish effective working relationships.
- Ability to communicate effectively.
- Must be able to work independently.
- Must be able to maintain strict confidentiality.
- Must be approved through safeguarding policy (including criminal record check).

Hours of Work

Permanent part-time with potential to be full-time. Hours are flexible.

Compensation

\$40,000.

Deadline for applications is Friday, February 28, 2025. Interested applicants are invited to hand deliver a résumé and cover letter to:

Diocese of Charlottetown
Attn: Sandra Bourque, Executive Assistant to the Bishop
350 North River Road
Charlottetown, PE

Or you may email your résumé and cover letter to: sandra@dioceseofcharlottetown.com

Please note that only those short listed for an interview will be contacted.