POSITION TITLE: General Manager

Closing date: Open until Filled

REPORTS TO: the Shrine Board of Directors

POSITION OPEN UNTIL FILLED

**SHRINE INFORMATION**

We seek to further the mission of Mary, the Theotokos, at the Mary Undoer of Knots Shrine located atop Mount Lemmon, Arizona to draw people to the Beauty and Light of our Lord, Jesus Christ:

# General Manager Role

The General Manager of the Byzantine Catholic Shrine is responsible for leading, managing, and supervising the Shrine’s mission, promote its spiritual presence, and ensure its long-term sustainability.

**KEY RESPONSIBILITIES**

## Liturgy/Evangelization and Discipleship

Build and nurture strong relationships with clergy and pilgrims from both the Eastern and Roman Catholic traditions, ensuring their spiritual and logistical needs are met during their visits.

Oversee recruitment, training, performance management, retention, and selection of volunteers and staffing. Ensure adherence to policies and procedures and create a positive work environment.

Administer Shrine facility usage in accordance with the Shrine’s Policy and Procedure Manual, coordinating rentals, events, and pilgrimages. Ensure that all required documentation and records are maintained and safeguarded.

Actively support the Shrine’s evangelization initiatives, including educational programming, retreats, and liturgical services. Collaborate with clergy to promote the Shrine’s spiritual mission.

Establish and manage a dedicated, well trained, supported, and engaged volunteer team to assist with daily operations, events, and outreach programs.

## Facility/Finance

Administer Shrine facility usage in accordance with the Shrine’s Policy and Procedure Manual, coordinating rentals, events, and pilgrimages. Ensure that all required documentation and records are maintained and safeguarded.

Oversee the upkeep and maintenance of all Shrine buildings, grounds, and facilities, ensuring that all are safe, well maintained, and conducive to the spiritual experience of visitors and pilgrims.

## Marketing, Fundraising and Communications

Ensure that the Shrine’s website, social media platforms, and all other communication channels reflect the Shrine’s mission and provide accurate, timely information to visitors, donors, and the broader community.

Strengthen and refine the Shrine’s brand identity, ensuring that it is consistent across all platforms and resonates with both local and international audiences.

Identify and implement effective marketing channels for promoting the Shrine as a regional, national, and international audience, increasing pilgrimage traffic and visitor engagement.

# MANDATORY PERSONAL QUALIFICATIONS

* Practicing Roman or Byzantine Catholic with a minimum of a beginning knowledge of Byzantine Catholic liturgical practices and history
* A member in good standing within the Eastern or Roman Catholic Church
* Articulate in layman terms a clear understanding of the faith
* Be able to address the commonalities and differences of the Eastern and Roman churches
* Support and uphold the philosophy of Catholic ministry and the mission of the Shrine Mary Undoer of Knots in professional and personal life
* Act as a witness to Gospel values by modeling the teachings of the Catholic Church
* Continuously grow in your ministry by participating in religious ceremonies, training sessions and reflection activities as directed
* Proven ability to think strategically, generate and implement successful fundraising
* Plans measure outcomes and adjust strategies to maximize goal attainment
* Able to multi-task
* Effective written and verbal communication skills
* Ability to handle flexible hours, including weekends
* Maintain high level of professionalism and confidentiality at all times
* Attends all events happening at the Shrine including Liturgy and calendar events
* Attends and/or presents at events that promote or represent the Shrine

# APPLICATION PROCEDURE:

Please submit the following materials:

1. Cover letter that aligns your experiences and skill sets with the Shrine Manager Job Description, as you understand them.
2. Please list activities you have participated while at your previous and currently registered parish.
3. List of three references with names, physical addresses, phone numbers and email addresses. No references will be contacted without your knowledge and approval

**Additional Documentation Required**

Must comply with the Phoenix Eparchial Safe Environment, demonstrate a clean background check and fingerprint clearance, and have a valid Arizona state driver’s license with the ability to travel with his or her own reliable vehicle.

**Salary**

This is a full-time position with a pay range of $45,000--$60,000 DOE.

**Mail to:**

Catherine Kinghorn

Mary Undoer of Knots Shrine

P.O. Box 789

Mount Lemmon, AZ 85619.

**Email**

Send with attachments to: [ckinghorn@ephx.org](mailto:ckinghorn@ephx.org)

**Questions**

Please call: 520.576.9653