

Cemetery Manager – Roslyn Cemetery

Job Description

The Roslyn Presbyterian Cemetery, organized in 1859, is owned and operated by the Roslyn Presbyterian Church and located on Northern Boulevard, West of Glen Cove Road, in Greenvale, NY. It is an historical jewel in a bucolic setting housing the tombstones of 19th century luminaries like William Cullen Bryant.

The Cemetery Manager will be expected to manage the business of the cemetery, overseeing burials and transactions, supervising landscaping and maintenance of grounds, and organizing systems to ensure that records are clear and accessible - all while maintaining the historic character of the Roslyn Presbyterian Cemetery. This is a full time interim role with a 6 month probation period and the expectation that the manager will be on site when necessary. The position is employed by the Roslyn Presbyterian Church and overseen by the church Session Committee.

Tasks include:

Managing the workflow of burials to make sure the experience is comforting and efficient for the bereaved. Tasks include:

- External client management of customers and interface with Funeral Directors
- Internal management of grave digger to make sure the plots are shown and the burial is handled professionally
- Manage the payment and accounting process and help develop a new digital system
- Manage correspondence with existing families of those buried at the cemetery as well as prospective customers to clarify and effectively message the standards and rules of the grounds
- Review surveys and deeds and create an archive and map of burials

Project management of key capital improvement initiatives including upgrading and repairing fencing, the entry gate, and all signage.

Cultivate and build relationships with Funeral Homes to make sure Roslyn Presbyterian Cemetery is competitive with other cemeteries in the area.

Maintain and preserve the bucolic “rural cemetery” feel of the Roslyn Presbyterian Cemetery by supervising the Maintenance Manager to make sure the graves are well tended, the trees are removed or trimmed when necessary, the internal roads **are maintained** and the landscaping of grass, bushes, and flowers occurs on a regular basis.

Manage the relationship of the cemetery with the Building Department of North Hempstead, the town of Greenvale, and the Roslyn Landmarks Society, getting permits when necessary.

Supervision & Reporting

Manager reports to the Cemetery Committee, a sub-committee of the Fiscal Management and Property Committee of the Church Session (governing body). Accounts and funds are managed by the Treasurer along with the Administrative Assistant and the Accountant.

Experience:

5-10 Years experience in a bereavement related business, ie. Funeral Home or cemetery

5-10 Years management experience supervising others

5-10 Years experience working with budgets

Experience working with non-profits is preferable

Some experience with landscaping maintenance

Some experience interacting with government entities like Building departments

Should have strong interpersonal skills to interact with the bereaved

College degree preferred but not required

Salary

70k

Reply to:

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