Open Position Notice

Date: November 23, 2021

Position Title: School Business Manager

Agency/Office: Bishop McVinney School

Work Schedule: Full Time

Position Requirements:

Bishop McVinney School, a Catholic pre-school to 8th grade school in Providence, RI, is seeking a School Business Manager. The School Business Manager oversees school operations and daily activities of employees, families, and students. This position is responsible for promoting and advancing the school’s mission, academic excellence, and financial viability. This person works closely with the Principal to ensure the most effective use of resources in support of the school’s mission and objectives.

The School Business Manager manages the financial assistance program, including meeting with families, tracking tuition payments, and distribution of funds. This position oversees all fundraising initiatives and public relations efforts with a strong focus on family and donor engagement. Acts as school liaison for staff and families, as well as implements policy and licensing compliance.

The well-qualified applicant must have previous experience in business administration, development or institutional advancement, constituent relations, public relations or direct marketing. Knowledge of operations and finance in an educational setting preferred. Applicants must also possess excellent customer service and interpersonal skills, high ethical standards, and a strong commitment to the growth and sustainability of a mission-driven school. Must be proficient in G Suite, Microsoft Office Suite, social media platforms, and web design. Bilingual in Spanish and English required. Excellent benefits package and working environment.

Interested applicants should send a cover letter and resume to:

John Bittner
Director of Human Resources
Diocese of Providence
One Cathedral Square
Providence, RI 02903

or via email jbittner@dioceseofprovidence.org