



POSITION OPPORTUNITY: BUSINESS MANAGER

The Church of St. Michael & St. George, the largest Episcopal Church in St. Louis and the Missouri Archdiocese, is seeking an experienced, emotionally intelligent, operationally focused Business Manager to oversee and manage the business functions of the Church. Qualified individuals who meet the required skills and attributes are invited to apply to fill the position of Business Manager.

The Business Manager's responsibilities include finances, human resources, facilities, capital and strategic initiatives, technology and leadership and governance support. The Business Manager leads a staff of more than 20 full and part-time team members, as well as working with parish volunteers. Success in the role requires a strong partnership with the Rector and the Vestry. The successful candidate will have the skills and abilities to implement the recently adopted strategic plan and to ensure the successful and smooth coordination of the day-to-day operations of the Church. This position requires a person who can manage multiple priorities in a complex operational environment.



DESIRED SKILLS & EXPERIENCE

- Financially Literate in Budgeting, Reporting and Long-Range Planning
- Human Resources and Benefits Management
- Facilities' Operations
- Project Management, Problem-Solving and Prioritization Skills
- Support for Leadership and Governance Operations
- Ability to Manage, Schedule and Coordinate the Operational Aspects of the Church

DESIRED ATTRIBUTES

- A commitment to quality
- Highly collaborative leader
- Excellent communicator with interpersonal skills that build and maintain positive relationships
- High degree of emotional intelligence
- Ability to make decisions in a logical, calm manner
- A person of high integrity and professionalism

REQUIREMENTS

- A practicing Christian committed to faith and the life of a church
- A personal theology and church experience compatible with the Episcopal Church, but the Business Manager is not required to be an Episcopalian, nor that he/she become a member of or attend The Church of St. Michael & St. George
- An earned degree from an accredited institution, preferably in business or a related field
- A minimum of 5 to 7 years' experience in an administration/management role
- Willing to locate to the St. Louis, MO metropolitan area

REPORTING & COMPENSATION

- The Business Manager reports to the Interim Rector, as the Church's long-serving Rector recently retired, and works closely with the Warden and Vestry.
- The compensation range is \$100,000 to \$120,000 with an excellent benefits package.



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APPLICATION PROCESS

Individuals interested in the position should submit three documents for consideration:

- A cover letter (1 page maximum) which summarizes your qualifications and interest
- Resume
- Contact information for three references

Application materials submitted by July 3, 2026 will be given priority.

Please email your application materials to search@emdconsulting.com. To ensure delivery, the file size of the email must not exceed 5MB.



ABOUT THE CHURCH OF ST. MICHAEL AND ST. GEORGE

The Church of St. Michael and St. George has more than 1,500 members made up of people across a diverse spectrum of ages and life experiences. The Church's membership is faithful and stable and is multi-generational. The people of the parish are committed, involved, and hardworking and they create a welcoming environment for families and visitors. The Church has numerous strong programs in liturgy, music and outreach.

The vision states that “The Church of St. Michael & St. George transforms lives through Christ.” The expressed mission calls for the Church to “Live Christ's life into the world through the Anglican traditions of worshiping God with reverence, joy, and awe; serving and caring for our community; and leading spiritual formation for all ages.”

The Church's annual operating budget is \$3.5 million and it has an endowment of \$16 million.

