

The Basilica and National Shrine of Our Lady of Consolation is seeking a business manager. The Business Manager is responsible for the efficient and effective administration of the Parish and Shrine financial, capital, and human resources at the direction of the Pastor/Rector and in consultation with the Shrine Board and Parish Finance Council. He/She will work as a team with the Pastor/Rector to carry out the future vision of the Parish and Shrine both short term and long term. Must maintain open communication with the Pastor/Rector to help him make informed decisions on areas that need attention.

The qualified candidate will have knowledge and experience in strategic planning, general management principles, project management, budget planning, human resources, operation management, finance, accounting and related laws. Experience with QuickBooks a plus. Salary is competitive and commensurate with education/experience.

To apply please send your cover letter with salary requirements along with your resume to: bookkeeper@olcshrine.com by September 15, 2026. Please include on the subject line: "Business Manager" or send via mail to

Our Lady of Consolation Shrine
Attn: Stanley Phillips,
315 Clay Street
Carey, Ohio 43316.