

General Manager

Albany Rural Cemetery

Menands, New York

Lead with Purpose. Serve with Compassion. Preserve a Legacy.

Albany Cemetery Association, as owner and manager of Albany Rural Cemetery (“Cemetery”), is seeking a General Manager to lead the still active Cemetery into its next chapter. It seeks a steady, visible leader who can run a complex nonprofit corporation continuing its history as one of the first cemeteries established in New York. The ideal candidate would understand cemetery service to be both a profession and a calling — balancing sound business management with historic stewardship, leading staff with integrity and professionalism, and guiding families with empathy. This is a rare opportunity to have a positive impact on families and the community while preserving one of New York's most treasured landscapes.

Founded in 1841, the Cemetery is one of the most significant historic cemeteries in the United States. Its 467 acres of rolling hills, mature trees, and remarkable monuments includes — a U.S. President, State governors, members of Congress, military heroes, and generations of families who helped shape the Capital Region and our nation. The Cemetery is both a place of remembrance for the more than 135,000 individuals who chose it as their final resting place and an historic landscape to be preserved for future generations.

Essential Duties and Responsibilities include, but are not limited to:

Sales, Service, and Stakeholder Relations

- Lead business development and grow revenue by focusing on increasing cremations at the Cemetery's new crematory and continuing efforts on lot and mausoleum sales, burials, and memorialization offerings all while delivering compassionate, family-centered service.
- Ensure an inventory of available lots are marked and viewable to interested parties.
- Oversee interment rights, contracts, and record keeping to ensure accuracy and full compliance.
- Represent the Cemetery to families, funeral professionals, clergy, monument companies, and the community.

Leadership and Organizational Management

- Direct Cemetery operations primarily from the on-site office, setting performance expectations and accountability standards for staff.
- Foster a work environment grounded in professionalism and continuous improvement.
- Maintain an open and productive relationship with Trustees and Officers.

Financial and Administrative Management

- Participate in the preparation of annual budgets, reports and yearly audits.
- Oversee accounts payable/receivable and cash management activities.
- Manage purchasing, vendor relationships, and contracts with fiscal discipline.

Operations, Facilities, and Regulatory Compliance

- Oversee the maintenance, safety, and appearance of grounds, buildings, roads, and equipment.
- Coordinate permanent and seasonal staff and contractors to prioritize operations and execute projects efficiently.
- Ensure compliance with all federal, State, and local laws governing Cemetery operations and properties.

Strategic Leadership and Community Relations

- Partner with the Board of Trustees and the Buildings and Grounds Committee on priorities and long-range planning and prepare meeting materials and reports.
- Cultivate relationships with funeral directors, preservation partners, donors, and community organizations.
- Engage in marketing and public relations, promoting the historical significance of the Cemetery.
- Work with the Friends of Albany Rural Cemetery to support their Cemetery-related programs and events.

Minimum Qualifications

- Bachelor's degree. *(Equivalent experience will be considered in lieu of a degree.)*
- Five or more years of leadership experience with a plus given for experience with cemetery, funeral services, or nonprofit management.
- Demonstrated success leading organizations and developing high performing teams.
- Proven relationship-building and sales/marketing skills.

- Strong analytical, communication, and project management skills.

Compensation and Application

- Base Salary: \$92,000 with increase after successful completion of six-month evaluation period.
- Benefits package available including health insurance and flexible hours.

To apply, submit a resume to Recruitment@albanyruralcemetery.org with the subject line
“General Manager Position.”