



Senior Care and  
Property Management



# EXECUTIVE SEARCH: Chief Executive Officer



*Conducted by:*  
TRINITY EXECUTIVE PARTNERSHIP

**CSJ Initiatives** was launched by The Congregation of the Sisters of St. Joseph to:

- Own and manage non-profit senior care properties.
- Manage the Congregation of St. Joseph Centers (motherhouses) and related property.
- Provide consultation and property management services for non-profit senior care providers and other religious groups.



The Congregation of the Sisters of St. Joseph is a religious community of nearly 500 vowed Catholic women and 600 lay associates who live and minister primarily in the U.S. and Japan. They sponsor over 20 ministries including three Catholic high schools; tutoring and literacy programs; spirituality centers; social service programs; spiritual direction; and pastoral assistance. They are also

involved in and support numerous justice and peace initiatives including anti-racism efforts, abolition of the death penalty, fair and just immigration policies, non-violence, especially in regards to gun violence, ending the modern day slavery of human trafficking, and care of the environment and Earth. Their mission is to bring all into unity with God, with one another, and with all creation. They do this through prayer, direct service and ministry, partnering with others to serve the dear neighbor, standing with and for the poor and vulnerable, and by advocating for systemic change.

**Areas of Presence:** Cleveland and Cincinnati, OH; Detroit and Kalamazoo, MI; La Grange Park, IL; New Orleans and Baton Rouge, LA; Crookston and the Twin Cities, MN; Tipton, IN; Wheeling, WV; Wichita, KS; and Kyoto and Matsusaka, Japan.

**SERVICES:** Focusing on providing care through the unique lens of religious life, CSJ Initiatives has grown to own or manage ten facilities located in six states and offers the following options:

- **Sponsorship:** Under the umbrella of the Congregation of St. Joseph, CSJ Initiatives is willing to consider transfer of sponsorship thereby assuming responsibility to provide all necessary support and services to operate the facility in the future.
- **Management:** CSJ Initiatives enters into a management agreement to assist with the day-to-day operations of the property including staffing, financials, clinical consulting, etc.
- **Consulting:** CSJ Initiatives contracts to help navigate decisions in planning the future of the property especially for religious congregations that are strategically planning for their future.

#### MISSION

CSJ Initiatives reflects the Congregation of St. Joseph's commitment to respond to the emerging needs of religious congregations, our neighbors and the world by providing vibrant senior care and living services. Through the unique lens and culture of religious life, CSJ Initiatives offers expertise in life enriching housing opportunities, compassionate health and wellness care and responsible care for congregational properties.

#### VALUES

In the manner of St. Joseph, CSJ Initiatives creates a collaborative environment characterized by:

**Compassion** - Attending to all with gentleness, peace and joy.

**Respect** - Honoring the uniqueness of every person.

**Integrity** - Serving our neighbor with honesty, truthfulness, and sincerity.

# CHIEF EXECUTIVE OFFICER

In light of the Mission, Charism and Generous Promises of the Congregation of the Sisters of St. Joseph and under broad direction of the CSJ Initiatives Board of Directors, the CEO is responsible for leading and managing the overall direction of CSJ Initiatives which includes independent living, assisted living and long-term care opportunities for the Congregation of St. Joseph and other organizations which become part of CSJ Initiatives, whether through management contract or sponsorship.

In a collaborative manner, the CEO is responsible for the development and implementation of the strategic plan which includes extending the mission of CSJ Initiatives to other religious congregations and non-profit senior care organizations which are in need of senior care management and/or sponsorship services.

## ESSENTIAL FUNCTIONS:

- Provides strong, mission focused leadership to all CSJ Initiatives employees to serve Residents, Sisters and the Dear Neighbor through the values of Relationship Centered Living and the Congregation's Generous Promises
- Reports to the CSJ Initiatives Board of Directors, keeping the Board informed of all issues of a strategic or material nature
- Works with the CSJ Initiatives Board of Directors to determine the strategic plan, from which long term and short term goals will be developed
- Works with the CSJ Initiatives Core Team to assure that long term and short term goals are being met and that established benchmarks to measure goal attainment are met
- Works collaboratively with Congregational Leadership to assure that CSJ Initiatives reflects the Mission and charism of the Congregation and that its services are available to the Congregational community, including Sisters who live away from centers, as needed
- Develops relationships through networking to build partnerships with other organizations
- Works with the CSJ Initiatives Director of Finance and Technology to oversee CSJ Initiatives' fiscal activity, including budgeting, reporting and auditing of annual budgets and capital budgets
- Ensures that CSJ Initiatives Core Team provides value added technical, clinical and management expertise to all CSJ Initiatives sponsored and managed properties
- Other duties as assigned

## SKILLS AND ABILITIES:

- Demonstrates dynamic leadership and change management skills and a solid record of achieving results individually and through others.
- Possesses a willingness to learn and the ability to appreciate the CSJ mission and charism, including an understanding of religious life, faith beliefs and spiritual practices supportive to the life of women religious. Must be able to incorporate the CSJ mission and charism in day-to-day operations.
- Possesses strong professional written and verbal communication skills, the ability to work collaboratively, the ability to lead and facilitate group meetings and ability to multi-task and balance multiple projects within established time frames
- Understands the current senior care environment, including regulatory, demographic and operational factors
- Willing to work with religious Congregations to assist with planning.
- Prior non-profit senior living residence leadership and management experience preferred
- Proven record of effective analysis and sound decision – making skills
- Familiarity with Microsoft Office or similar software

## EDUCATION AND EXPERIENCE:

- MBA, MHA or comparable degree
- Minimum of five (5) years experience as a senior care manager or administrator in a residential health care setting. Multi state/multi site experience is strongly preferred
- Experience and understanding of elder care environment, including Medicare, Medicaid, the Affordable Health Care Act, current and future living alternatives and licensure requirements/challenges
- Proven record and experience working with government and other third party payer reimbursement and benefits
- Prior experience in an organization providing services to and supporting religious community preferred

## OTHER REQUIREMENTS:

- Standard Office Environment
- Must be willing to travel on a regular basis at least 30 - 40%
- Must either relocate to Wichita or be able to spend at least 50% of non-traveling work time in Wichita where the central offices are located.



## CONTACT:

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For more information, please visit the CSJ Initiatives and The Congregation of the Sisters of St. Joseph web sites:

[www.csjinitiatives.org](http://www.csjinitiatives.org)

[www.csjoseph.org](http://www.csjoseph.org)