

# Chief Operating Officer



JULY 2025

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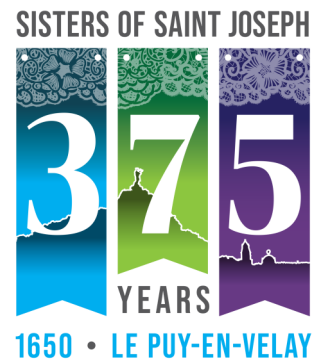


The **Congregation of St. Joseph** has just under 300 Sisters with over 600 Associates.

Their 375-year-old mission flows from the mission of Jesus: *We live and work that all people may be united with God, with one another, and with all creation.* In the words of their founder, they seek to serve the *dear neighbor* wherever there is need.

In 2007, seven formerly independent congregations of Sisters of St. Joseph, located throughout the South and Midwest and in Japan, joined together to form one, united Congregation of St. Joseph.

Today their Sisters, associates, employees and other partners in mission continue to serve the *dear neighbor* across the country and throughout the world. Their mission of unity and charism of inclusive love impel them to respond to the call of the Church and God's people in their local communities and meet the challenges of the global community.



*Congregation Leadership Team*

### *Ministries Overview*

Education  
Spirituality  
Social and Environmental Justice  
Grants and Partnerships  
Senior Care



### *Areas of Presence*

Cleveland, OH  
LaGrange Park, IL  
Baton Rouge, LA  
Kalamazoo, MI  
Wichita, KS  
Wheeling, WV  
Kyoto/Matsasuka, Japan



*For more information, please visit:*

<https://csjoseph.org/>

In light of the CSJ Mission, Charism, the Generous Promises and Their Sacred Work, the **Chief Operating Officer (COO)** reports to and works with the Congregation Leadership Team (CLT) in shaping the operational direction of the Congregation aligning mission, vision, strategic priorities and initiatives.

Working collaboratively with the Directors of Mission Integration, Finance, Buildings & Properties, IT, Advancing Mission and Partnerships, Archives, and Human Resources (currently outsourced to CSJ Initiatives), the COO exercises responsibility for these departments in ways that extend the CSJ Mission of the Congregation of St. Joseph, as well as respecting, honoring and utilizing the experience and gifts of senior leadership.

## KEY RESPONSIBILITIES

### Mission, Vision and Leadership:

- Possesses a willingness to learn and appreciate the CSJ Mission and values, including an understanding of religious life, faith beliefs and spiritual practices supportive to the life of women religious.
- Possesses the ability to incorporate the CSJ Mission and values in day-to-day operations.
- Collaborates and meets regularly with the CLT for reporting, consulting, and strategic thinking and planning.
- Works with the Congregational leadership (CLT and others) on planning for transitions, organizational and operational changes as the Congregation moves into the future.
- Recommends, develops, and implements operational policies and procedures to ensure effective operations that promote CSJ Mission and values.
- Serves as a CLT representative to CSJ Initiatives, CSJ Ministries, and other CSJ corporations as requested.

- Represents the Congregation externally as necessary.

### Team Development/Leadership:

- Builds and leads strong, effective teamwork within and among departments, as well as with other internal and external constituents.
- Fosters a positive, supportive work environment, utilizing the gifts and expertise of leadership and staff.
- Demonstrates ability to animate dynamic structures which empower diverse teams and foster collaboration.
- Provides support, leadership, problem solving and strategic thinking to assist the departments in achieving their goals.
- Maintains continuous lines of communication among all constituents.
- Displays a listening posture that evidences initiative and adaptability when managing challenging situations.



**5 Assisted Living Centers**  
with mix of Sisters and lay residents:  
Kalamazoo, MI; Cleveland, OH;  
Wichita, KS; Wheeling, WV;  
and LaGrange Park, IL





## SKILLS AND ABILITIES

- Sensitivity to and respect for the CSJ Congregation's culture and values.
- Ability to communicate effectively and clearly.
- Possesses an elevated level of initiative to develop systems and services that enhance the environment and quality of life of all who interact with and work in the various departments.
- Ability to assess, define and resolve problems by identifying causes, gathering information, establishing facts, generating viable solutions, and recommending options to the parties involved or as needed to the CLT.
- Adaptability and willingness to be flexible in a changing work environment while maintaining effectiveness and efficiency.

## EDUCATION AND EXPERIENCE

- Master's degree or equivalent experience with emphasis in human relations and management.
- Minimum of 5 years' experience working in an executive-level administrative capacity; experience with an institute of religious women is desirable.
- Minimum of 5 years' demonstrated experience in leadership and management principles, financial and human resource management as well as project management.
- Proficiency with Microsoft 365.

- Ability to think strategically by assessing options based on trends and conditions, as well as the Mission and values of the Congregation.
- Ability and experience in steering teams through organizational change and strategic realignments, ensuring smooth transitions and desired outcomes.
- Possesses the leadership capacity to influence others in a positive way to achieve results that are in the best interest of the Congregation.
- Financial acumen with expertise in budgeting, forecasting, and financial reporting.
- Willingness to travel frequently to various Congregational Centers.

## WORKING CONDITIONS

- Standard office setting
- Location near CSJ Cleveland or LaGrange Park (Chicago) Centers preferred

***Congregation of St. Joseph  
has engaged EMA Partners Chicago/  
Trinity Executive Partnership  
to facilitate this search.***



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***Interested and qualified candidates should submit a cover letter and resume to:***  
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