



# Congregation of Our Lady of Charity of the Good Shepherd

## Sisters of the Good Shepherd – Province of Mid-North America



## Executive Search: Director of Province Administration

*Conducted by:*

▲ TRINITY EXECUTIVE PARTNERSHIP  
*Your Catholic Connection for Executive Search*



The **Congregation of Our Lady of Charity of the Good Shepherd** is an international order of Sisters with an apostolic or contemplative lifestyle. The Sisters express their charism together with mission partners in 73 countries. Their ministries focus on social justice and human services for women, children, and families.

The **Sisters of the Good Shepherd – Province of Mid-North America** has sisters and ministries in 13 states, from California to Maryland and share

ministries with the New York/Toronto and Central South Provinces. These ministries—sponsored, jointly sponsored, and affiliated—include domestic violence shelters, programs for troubled girls, residences for women in recovery, post abortion counseling, and various other services to those on the margins of society. Their Mission, given to them by the Church, is to be witnesses of the merciful love of God.



## **VISION**

*We envision a new way of living that celebrates the connectedness of all God's creation, an inclusive world where the dignity and diversity of all life in honored and protected.*

## **MISSION**

*Energized by our evolving understanding of God's love, we build partnerships that promote the dignity and human rights of all, especially women and children. In solidarity, we work for transformation of unjust systems, the flourishing of humanity and integrity of all creation.*

## **Director of Province Administration**

Reporting to the Province Leader, the Director has responsibility for all staffing, operations, human resource and financial functions of the Province. Responsibilities include direct and indirect supervision of all staff employed for the administration of the Province. The Director applies leadership, communication, adaptability, problem solving, and strategic thinking skills and competencies to carry out duties of the position and foster teamwork among the Province administration staff. The Director meets regularly with the Province Leadership Team as an ex-officio non-voting Partner.

## Responsibilities:

- Understand and support the mission and values of the Sisters of the Good Shepherd Province of Mid-North America, its participating entities, and vowed religious life.
- Demonstrate active implementation of the Core Values of Individual Worth, Mercy, Reconciliation, Zeal, Justice and Inclusion, Transparency and Accountability.
- Maintain effective oversight, supervision, coordination, and collaboration of these Department Directors/Coordinators and the functioning of their offices: Administrative Assistance, Finance, Communications, Health and Wellness, Mission Effectiveness, Archives, Human Resources, Facilities, IT, and exercise overall responsibility for Province administration offices and departments.
- Coordinate with interprovince groups, e.g., Good Shepherd Volunteers, National Advocacy Center, North American Mission Values Team, Good Shepherd International Justice and Peace Office, Circle of Province Leaders of North America, Good Shepherd International Foundation, and congregational administrative offices.
- Conduct regular staff meetings and in-service programs in conjunction with the Province Leader and Province Leadership Team.
- Conduct and/or direct regular (at least annual) staff development and formation in the mission, purpose, and values of the Province in accordance with the formation and training programs and policies of the Province.
- Cultivate and promote a healthy work environment, facilitate effective communication between and among all Province Administration employees and vowed members – sisters.
- Assess needs for appropriate staffing with the Department Directors.
- Represent the Sisters of the Good Shepherd in external relations when appropriate.
- Financial, Risk and Property Management and Information Technology – Oversee all finance office functions including accounting and financial reporting, investments, risk management, sisters' medical insurance, vehicles, properties, budgeting, payroll and information technology.
- Ensure a system of internal controls to safeguard the assets of the Province.
- Provide direction for preparation of the annual budget for approval of the Leadership Team.
- Maintain close and effective communication with the Province Treasurer regarding all important Province financial matters.
- Coordinate and direct outside professionals serving as advisors.
- Provide the Leadership Team with financial data and fact-based interpretations to promote a balance between continuance of the mission and care for the sisters.
- Act as a resource for the various Province sponsored and non-sponsored ministries.
- Carry out special projects and other duties as assigned by the Province Leader or delegate.
- Responsibility related to potential changes in the administration of the order nationally and internationally as structural changes are made.
- Responsibilities require travel obligations on behalf of the Province and participating entities.

*“God is Love.” (1 Jn. 4:8) May the spirit of love always reign in the Institute.”*  
(Conferences of St. Mary Euphrasia, p. 315)

## Skills and Competencies:

- Strong organizational skills and able to maintain a high level of confidentiality.
- Leadership ability to positively influence others to achieve results that are in the best interest of the Province.
- Team player who fosters teamwork and works cooperatively and effectively to plan, resolve problems, and make decisions.
- Problem solver who can assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Strategic thinker, assessing options and actions based on trends and conditions in the environment, and the mission and vision of the Province.
- Strong sense of initiative and self-directed working capacity.
- Adaptability: willingness to be flexible, versatile, and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- Communication skills: listens well, speaks and writes in a clear and thorough manner, ability to promote harmony and cooperation.
- Ability to analyze systems and develop and implement improvements when appropriate.
- Able to establish, formalize and maintain operational policies and procedures for the Province, and coordinate and support departmental workflow.
- Proficient with Microsoft Outlook and Microsoft Office products (specifically Excel, Word, and PowerPoint) and familiar with accounting software.

## Education and Experience:

- Bachelor's degree required with an emphasis in Human Relations and Organization & Management; Master's degree/MBA and/or CPA preferred.
- Sufficient knowledge and experience in leadership and management principles as they relate to religious congregations, financial, human resource and project management.
- Prior experience in a senior executive capacity with institute(s) of women religious or their sponsored works is preferred.

For more information, please visit the Sisters of the Good Shepherd Province of Mid-North America web site: <https://sistersofthegoodshepherd.com>



## CONTACT:

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