**POSTING**

The Sisters of St. Joseph of Carondelet are seeking an Administrator for Carondelet Center. The Director of Operations at Carondelet Center is responsible for the operations of Carondelet Center within the framework of the Mission, Vision and Values of the Sisters of St. Joseph of Carondelet. The Center serves as a residence for sisters, including the Care Center for retired sisters, houses administration offices of the Sisters of St. Joseph and is a center for community gatherings and events. The Director of Operations reports directly to a Province Leadership Team Member, collaborates with the Administrator of the Care Center, and serves as an integral member of the senior management team.

To perform this job successfully, an individual must be able to execute each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**QUALIFICATIONS**

* A Master’s degree in nonprofit administration or management is desirable.
* A minimum of five years’ experience in the administration of a religious women’s facility or a faith-based senior care environment similar in size and purpose to Carondelet Center; managing employees, including: hiring, supervising and evaluating.

**QUALITIES**

* Demonstrate excellence regarding integrity, dignity, respect and service in accordance with the mission, vision, and values of the Sisters of St. Joseph of Carondelet.
* Set a favorable example as a team player in assisting others and working together.
* Demonstrate appropriate initiative and openness to taking on additional tasks and responsibilities that improve Carondelet Center’s operations.

**SPECIFIC FUNCTIONS FOR THIS POSITION**

* Oversee all of the operations of Carondelet Center.
* Work collaboratively with employees and residents.
* Provide a positive work atmosphere for employees and a caring service environment for sisters, vendors, neighbors and visitors.
* Exercise appropriate oversight of the various departments housed at Carondelet Center as indicated on the organizational chart.
* Work with the Province Leadership Team, Human Resources, and Mission Integration Coordinator to implement the sharing of the Sisters of St. Joseph mission, values and spirit of with current and future employees.
* Develop long-term strategic and intermediate objectives to continuously improve the operations of Carondelet Center.
* With input from appropriate staff develop and present an annual budget and a five-year capital budget to Province Leadership Team for review, recommendation and approval.
* Approve all capital purchases, prior to ordering, that exceed staff level approval limits as outlined by policy.