

BRAKELEY SEARCH

LEADERSHIP SEARCH PARTNERS

POSITION SPECIFICATION

CHIEF OPERATIONS OFFICER

Sisters of the Presentation

San Francisco

Brakeley Search
formerly known as Leadership Search Partners,
is a search firm focused exclusively on the nonprofit sector.
As a division of Brakeley Briscoe, Inc. (BBI), the San Francisco Bay Area-based firm works with
local, national, and international nonprofits to help them hire exceptional senior-level leaders.

Managing Director, Scott Staub, ACFRE
is leading this search assignment. Inquiries may be made, in confidence,
to Scott Staub at sstaub@brakeleysearch.com.

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TITLE: Chief Operations Officer

ORGANIZATION: Sisters of the Presentation

LOCATION: San Francisco, CA

REPORTS TO: Board of Directors

MISSION

We, Sisters of the Presentation, San Francisco are a community of Catholic women religious committed to living and transmitting the message of Jesus Christ through prayer and service. In the tradition of our foundress, Nano Nagle, we seek to promote a society which respects the dignity of all persons with an emphasis on compassion and justice for the poor and oppressed.

ABOUT THE ORGANIZATION

Sisters of the Presentation is a congregation of Catholic religious women who came to San Francisco in 1854. The Sisters have ministered primarily in the San Francisco Bay Area, Southern California and in foreign missions in Mexico and Guatemala.

There are currently 47 Sisters with a median age of 87. Though most Sisters are “retired” they continue to find ways to serve those made poor, the immigrant community, trafficked women and other marginalized groups and are active in leadership roles in various organizations, as well as active in prayer and other activities which promote a sustainable society founded upon respect for the earth, universal human rights, economic justice, and a culture of peace.

The majority of the Sisters live at Presentation Convent in San Francisco, a senior residence which offers assisted living services and provides an infirmary and care center with 24/7 staffing. The Sisters’ Administrative Offices are located next door. Between the two facilities there are fewer than 50 employees on staff.

For the past several years, the Sisters’ leadership, key staff and consultants have been engaged in a strategic planning process with a goal of “right-sizing” the various administrative and support structures.

ABOUT THE OPPORTUNITY

The Sisters of the Presentation seek to retain a Chief Operations Officer (COO). Reporting to the Board of Directors (leadership team of the Sisters of the Presentation), the COO will oversee the day- to-day operations of the Sisters, including the Communications, Human Resources and IT departments and their managers, as well as oversee care of Sisters who

reside in the Motherhouse and require assistance, ensuring the mission advancement of the congregation. This position invites creativity and skill in working together to complete the strategic plan.

Tending to the needs of an aging community of women religious, the COO will be a key partner working with the Board of Directors, staff, and consultants to design and implement strategic plans, addressing both the changing needs of the Sisters (as the population declines) and creatively supporting the on-going mission and legacy of the Sisters into the future.

The Sisters are seeking an individual who has flexibility and the capacity to adjust to a position that evolves and to rearrange priorities as the environment changes; an individual who will partner with them over the next few years as they complete their planning goals. Ideally, the COO will have experience with seniors and/or healthcare; extensive supervisory experience and an openness to learning about the culture of religious life.

Job Summary

The Chief Operations Officer (COO) is tasked with overseeing the day-to-day administrative and operational functions of the organization providing supervision of key personnel, oversight, leadership, and direction in the following areas:

- Archives
- Communications
- Development
- Human Resources
- Information Technology
- Motherhouse administration and related departments
- Office Management
- Systems and processes in accordance with the organization's mission and goals

Key Responsibilities

Organizational Leadership and Management

- Supervision of key personnel to assure that departmental goals, objectives, and results are in accord with the overall mission, culture, and strategic organizational goals of the Sisters of the Presentation.
- Remain up to date on nonprofit best practices including county, state, and federal law regarding nonprofit operations.
- Supervise, monitor, and evaluate the activities and performance effectiveness of assigned areas of responsibility.
- Authorize and negotiate agreements and sign contracts and documents on behalf of Sisters of the Presentation with approval from the Board of Directors.

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- Oversee the implementation of the HR policies and procedures including up-to-date job descriptions for staff members, ensuring that staffing levels are appropriate within departments and updates to the employee handbook.
- Conduct monthly (or as often as needed) administrative staff meetings.
- Provide a monthly verbal report to the Board of Directors on COO activities.
- Carry out additional duties as requested by the President and/or the Board of Directors.

Fiscal Management

- Develop, manage, and monitor organizational budget in partnership with the Chief Financial Officer and the Board of Directors.

Strategic Planning

- Participate in the development of long-range strategic planning as well as short-range operating plans by:
 - ✓ Assisting in the development and implementation of operations, processes, and procedures to support the organization's strategic direction.
 - ✓ Providing strategic input and leadership on decision-making issues affecting the organization and its mission.

Professional Experience/Qualifications

Experience:

- 8+ years leadership with experience as an executive/senior manager, including staff management and budgetary accountability of at least \$7M
- Experienced overseeing differing programs, including General Management, Operations, Finance, Human Resources, and IT
- Experience working with, executing, and implementing strategic plans for an organization
- Demonstrated ability to develop and retain diverse staff, with a commitment to DEI
- Proven ability to drive organizational change and improve quality of care
- Experience with seniors and/or healthcare is preferred

Skills:

- Outstanding communicator with excellent speaking, writing, and listening skills
- Proven ability to manage, adapt, and facilitate change
- Proficiency in financial management and analysis
- Ability to plan and execute on specific metrics to achieve organizational goals
- Ability to build relationships with staff, supporters, and collaborators
- Proficiency in Microsoft Office including Word, Excel, PowerPoint, and Outlook
- Mediating and negotiating skills

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Personal Characteristics:

- Flexible, adaptable, and humble with a good sense of humor. Capacity to adjust to a position that evolves and to rearrange priorities as the environment changes
- Ability to listen without passing judgment
- Good judgment, critical thinking, initiative, and leadership qualities.
- Empathetic, compassionate, and kind
- Relational, not transactional, in dealing with people
- Organized with attention to detail and the ability to multitask
- High degree of emotional intelligence
- Commitment to Sisters of the Presentation Mission and principles of cultural humility in working with diverse communities

Abilities:

- Willingness to learn the history, traditions and culture of Sisters of the Presentation, a congregation of Catholic women religious
- Commitment to the mission and values of Sisters of the Presentation with an appreciation and respect for the culture of religious life
- Maintaining a high level of confidentiality

Education:

- Bachelor's degree required
- Advanced degree in management or healthcare a plus

Working Conditions:

- This is a full-time forty hours per week salaried position. The COO will have an office with all the necessary equipment provided. It is expected that that the COO will be on site five days a week.

COMPENSATION

The salary range for this position is \$140,000 to \$160,000 and includes a competitive benefits package (Medical, Vision, Dental Insurance, 403(b) Plan with Company Gift, 4-weeks' vacation, Sick time, and Paid Holidays)

TO APPLY

Brakeley Search is conducting this search on an exclusive basis on behalf of PBVMSF. Interested candidates should apply via email by sending a resume and a letter outlining qualifications as PDF or Word documents to Chelsea Burr at CBurr@BrakeleySearch.com with "PBVMSF- COO" in the subject line.

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EOE STATEMENT

The Corporation is an equal opportunity employer. The Corporation is a religious organization exempt from certain laws covering discrimination under Title VII and the California Fair Employment and Housing Act (the “FEHA”). The Corporation expressly does not waive any exemptions from the FEHA or other applicable laws, and nothing in this statement should be viewed as such. It is, nonetheless, Corporate policy to provide equal opportunities to all qualified individuals regardless of race, color, creed, national origin, sex, age, physical or mental disability, medical condition, pregnancy, marital status, sexual orientation, sexual identity or expression, genetics, military or veteran status or discharge status, political affiliation or activities, immigration status, or any other class protected under federal, state, or local law applicable to the corporation (as used throughout this statement, collectively, “Protected Status” or “Protected Class”). This policy applies to all terms and conditions of employment. It is the intent of the Corporation to comply with all applicable federal and state laws with respect to fair employment practices. The Corporation will provide reasonable accommodation to qualified applicants and employees with a known disability or medical condition as required by applicable law, provided the accommodation does not cause undue hardship to the Corporation. Any applicant or employee with a qualifying disability or medical condition that requires an accommodation in order for the employee to perform the essential functions of his or her job, should contact his or her supervisor to discuss it further so the Corporation can determine if a reasonable accommodation exists and can be provided.

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