



EXECUTIVE DIRECTOR

SISTERS OF ST. JOSEPH HEALTH AND WELLNESS FOUNDATION

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The Sisters of St. Joseph Health and Wellness Foundation (SSJHWF), a sponsored ministry of the Congregation of St. Joseph (COSJ), was established to address the health needs of West Virginians. To do this effectively, we must make the quality of health and early experiences of children and their families top priorities. To achieve these outcomes, the Foundation focuses its efforts on funding specific projects with the most promise to impact the long-term health of West Virginia's children and their families. To date, the Foundation has contributed nearly \$14 million to essential programs in West Virginia that have brought about positive systemic change for children and their families. Through a commitment to its mission, the SSJHWF strives to ensure that the children of West Virginia have resources available to assist them in living to their fullest potential.

POSITION SUMMARY

The Executive Director serves as the Chief Operating Officer of the Foundation and demonstrates leadership in the achievement of the missions of the COSJ and SSJHWF; implements Board-approved strategic plans, goals, objectives, policies, and procedures; and manages the day-to-day administrative, grantmaking, financial, and philanthropic activities of the Foundation. The Executive Director is directly responsible to the Sisters of St Joseph Health and Wellness Foundation Board of Directors and ultimately to the Board of Directors of CSJ Ministries, Inc.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Fiscal Oversight & Responsibility
- Strategic Planning
- Public Relations and Communications
- Board Development
- Professional Development
- Special Projects

QUALIFICATIONS

EDUCATION/EXPERIENCE

- Master's degree preferred in public administration, social work, health care, community organization, business, or a related human service field plus five years' work experience with non-profit agencies and/or philanthropic foundations.

- Bachelor's degree required in a human service field and five years' work experience with non-profit health and human services agencies and/or philanthropic foundations.

QUALIFICATIONS/SKILLS

- Commitment to vision, mission, and values of the organization.
- Knowledge of the principles and practices of philanthropic and non-profit management.
- Ability to work effectively with local/state governmental and non-governmental personnel as well as prospective grant recipients from rural/urban populations of varied cultural and educational backgrounds in West Virginia.
- Strong administrative and organizational skills with the ability to prioritize multiple tasks and projects.
- Self-starting work style, accustomed to working without supervision, but capable of supervising and motivating others.
- Excellent interpersonal, time management, and problem-solving skills.
- Effective public relations, oral, and written communication skills.
- Ability to evaluate community needs and opportunities with imagination, open-mindedness, and cultural sensitivity.
- Knowledge of accounting and finance principles, audit procedures, and budget preparation.
- Skill in the use of computers and commonly used office software.

We offer a competitive wage and full benefits, including paid time-off, and retirement plans.

The Congregation of the Sisters of St. Joseph is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To apply, please submit a cover letter and CV no later than June 24, 2019 to:
Ruth Mercer, PHR
Director of Human Resources
rmercerc@csjinitiatives.org

More information about the Congregation of St. Joseph can be found at www.csjoseph.org.