



STAFF VACANCY

The Congregation of the Sisters of St. Joseph in Canada are united by a passion for Justice, Compassion and Love. Our people-centered organization leads with care, respect, and compassion. Our employees benefit from a small, supportive atmosphere and have the opportunity to advance the inspirational mission, vision and values of the Congregation throughout their daily work.

We have an exciting new full-time opening for an:

Executive Director of Operations **Salary Range: \$167,965 - \$198,079**

The Congregation of the Sisters of St. Joseph in Canada ("the Congregation") is seeking a visionary and values driven Executive Director of Operations who embraces collaboration and ethical excellence to provide strategic leadership and operational oversight across the Congregation's ministries, residences, retreat centres, and administrative functions.

This position has been established as part of a thoughtful succession plan associated with the upcoming retirement of a long-serving executive leader. The successful candidate will work closely with the current Executive Director of Future Planning and, over time, develop the knowledge, relationships, and expertise necessary to support integral responsibilities within Operations and the Finance & Investments portfolio. This unique opportunity offers extensive mentorship, leadership development, and knowledge transfer that will position the successful candidate to help guide the Congregation into the future.

Reporting directly to Congregational Leadership, the Executive Director of Operations will provide leadership to a team of administrators and senior leaders across multiple locations and ministries, ensuring operational excellence, financial stewardship, and alignment with the mission and values of the Congregation.

Responsibilities Include:

- Executive Leadership and Organizational Stewardship - providing strategic and operational leadership across the Congregation's ministries, facilities, and services, partnering with Congregational Leadership on long-range planning and ensuring the Congregation is well positioned for future opportunities and challenges while preserving its legacy, values, and charism.
- Multi-Site Operational Leadership - providing executive oversight for the Congregation's operations across its diverse ministries and locations in Ontario, including retreat and spirituality centres in Cobourg and Burnstown, residences offering independent living, wellness supports and health care services in Peterborough and in London, a community café ministry serving food and love to needing individuals in London, and over time, support of the finance and investment office in Ancaster.
- Operations Succession and Financial Leadership - working closely with the Executive Director of Future Planning and the Executive Director of Finance & Investments to develop a comprehensive understanding of Congregational operations, finances, investments, budgeting, reporting, risk management, and stewardship practices. Through structured job shadowing, mentorship, and succession planning activities, gradually assume increasing responsibility for planning and resource stewardship while contributing strategic insight and recommendations that support the Congregation's mission, and future priorities.
- Strategic Planning and Innovation - identifying and leading opportunities to strengthen systems, processes, and organizational effectiveness across the Congregation's ministries and operations. Provide leadership for

cross-functional initiatives and major projects that support evolving organizational needs, promoting innovation and continuous improvement, and ensuring operations remain responsive to changing realities.

- Property Sales & Strategic Real Estate Planning - Lead the long-term strategic vision for the Congregation's real estate footprint. Evaluate underutilized land or buildings, manage divestment strategies, and collaborate with real estate brokers, legal counsel, and municipal authorities on strategic property sales, as approved by the Board. Be a key representative of the Congregation with Sisters, staff and community partners.
- Relationship Building and Community Engagement - building strong, trust-based relationships with Sisters, staff, community partners, volunteers, and service providers. Acting as a collaborative and visible leader who supports communication, engagement, and mission alignment throughout the organization.

Skills You Bring:

- A minimum of 7 years of progressive leadership experience in operations, finance, administration, or a related field, including responsibility for organizational planning and resource management.
- Chartered Professional Accountant (CPA) designation in good standing is required with demonstrated experience with financial management, budgeting, financial analysis, and reporting.
- Strong charitable and non-profit acumen, with the ability to align operational excellence with mission-driven objectives and values-based leadership.
- An understanding of, or demonstrated willingness to develop, an appreciation for ecclesial structures, Catholic religious life, lay formation, and the unique governance and culture that shapes religious congregations.
- Experience managing complex projects, organizational change initiatives, and cross-functional teams.
- Excellent analytical and problem-solving abilities, with strong attention to detail and sound judgment.
- Outstanding interpersonal and communication skills, with the ability to build strong, trusting relationships.
- Demonstrated discretion and professionalism in handling sensitive and confidential matters.
- A collaborative leadership style that inspires confidence, mentorship, and accountability.
- Proficiency with financial systems, reporting tools, and Microsoft Office applications.
- Commitment to supporting and advancing the mission, values, and charism of the Congregation.

Work Environment:

Our workplaces are beautiful, peaceful, and environmentally conscious spaces that support reflection, collaboration, and service.

Travel between Congregational locations and occasional evening meetings is required.

This role is more than an executive leadership position. It is an opportunity to contribute meaningfully to the legacy, stewardship, and future sustainability of the Congregation of the Sisters of St. Joseph in Canada. If you are inspired by mission-driven leadership and are committed to excellence in operations and stewardship, we invite you to apply.

Additional Requirements:

- We have a mandatory vaccination and immunization policy in effect. Any offer of employment will be conditional on providing proof of vaccinations in accordance with our policies.

We welcome all interested candidates to apply. If you do not meet every qualification in the posting but your skills and experience align well with the role, we encourage you to consider applying.

Please submit your cover letter and resume via email by 4pm, November 5, 2026 to:

careers@csjcanada.org

We are committed to providing a fully accessible candidate experience. If you require accommodation for interviews or throughout the recruitment process, please contact careers@csjcanada.org

Artificial Intelligence (AI) is not used in the candidate selection process.

While all applications are appreciated, only those selected for an interview will be contacted.