

Sisters of St. Francis of Mary Immaculate



Chief Operating Officer

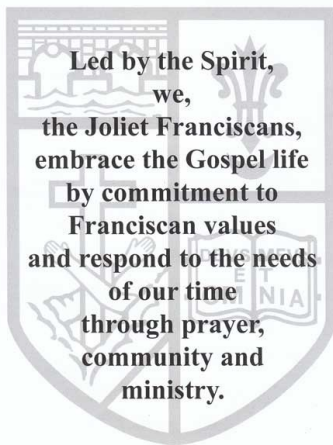
Search conducted by:

MAY 2026

EMA PARTNERS CHICAGO/TRINITY EXECUTIVE PARTNERSHIP

The Sisters of St. Francis of Mary Immaculate (Joliet Franciscans) is a Roman Catholic congregation of women religious headquartered in Joliet, Illinois. They embrace Catholic / Franciscan values of living simply, prayerfully, joyfully and generously. They are committed to peacemaking and the care of creation.

With sisters serving / living in nine states and Brazil, they number approximately 70 sisters, with a median age of 84. They are in the process of planning for completion but continue to have responsibilities for their retired sisters, sisters in active ministries, and employees who assist in the care for their members.



Leadership Team

MINISTRIES

We are educators, administrators and campus ministers. We serve in healthcare and in home care. We minister to the poor and the incarcerated. We work in parishes and dioceses. We are artists, musicians and writers. We serve in social service agencies. We are volunteers and caregivers. We are counselors and mentors. We are all this and more.

For more information, please visit:
<https://jolietfranciscans.org/>

The **Chief Operating Officer** is a collaborative organizer and leader who will work closely with the congregation Treasurer and the Leadership Team to ensure that administrative leadership is provided to support our mission. This includes working with the finance office, mission advancement, human resources, archives, care providers, IT provider, insurance and government benefits, office staff, transportation, property management, and overall planning initiatives.

KEY RESPONSIBILITIES:

Mission, Vision and Leadership

- Respect for the culture of Catholic sisters and their mission goals and experience.
- Ability to find solutions in harmony with Franciscan values, spiritual practices and faith-based business practices.
- Comfort with a not-for-profit business structure.
- Ability to lead and / or assist with planning, problem solving, strategic thinking and consulting.
- Application of operational policies and practices across various areas and departments.
- Commitment to enhancing the work experience of a small staff of professionals.

Among the accomplishments a successful COO will have achieved in two years are the following:

1. Build a working relationship with each sister

Patiently and intentionally created a relationship with every sister in congregation.

Understanding of her life in Congregation, capable of meaningful conversation with each; cognizant of her needs and willing to assist as change occurs

2. Develop collaborative working relationships among all (Employees, Volunteers, Associates and Sisters)

Understand the current state of their activities and work connections.

Immersion and identification with the story and history of the community from its foundation to current time and its future directions

3. Manage business operations with direction from Congregation Leadership Team

Clear understanding and engages in the annual Congregation workflow in relation to the specific projects and events of the Congregation.

Specific tasks of budgeting, cash flow, financial reporting, oversight of vendor relationships and direction, Central Banking, government and insurance benefits and others as identified; Senior Care working relationships

4. Initiate and maintain external professional relationships on behalf of the Congregation

Primary vendors and external consultants.

Religious communities, sponsored institutions, Diocese of Joliet, participation in professional meetings

5. Immerse oneself in understanding operations, analyzing and critiquing information, suggesting and implementing improvements, and exchanging ideas with leadership

Given the experiences, insights and understandings to date the COO provides a **First Report** for dialogue with Congregation Leadership, reviewing the status and changes for consideration.

This report will demonstrate understanding of the scope of oversight and include definitive structural/ operational/ economic changes, improvements, shifts which will support each member's life and the mission of the Congregation. This report is intended to be shared with the Leadership Team. A follow-up document will be shared with membership.

EDUCATION AND EXPERIENCE

- Master's degree or equivalent with strengths in finance, project management, personnel leadership
- Minimum five years' experience in an executive-level administrative role

SKILLS AND ABILITIES

- Effective written and verbal communications
- Ability to work with legal entities, both civil and canonical (church law)
- Commitment to regular assessment, reporting, analysis and recommendations
- Financial acumen with expertise in budgeting, forecasting, financial reporting
- Proven leadership through changes, realignments and creation of new solutions
- Ability to relate to people of various ages and personalities
- Proficiency with Microsoft 365 and QuickBooks

WORKING CONDITIONS

- Onsite executive office suite
- Normal office activities
- Ability to lift up to 25 lbs.
- Ability to travel to various sites in and near Illinois
- Ability to attend out-of-state conferences as needed
- Employee benefits package, including health insurance
- Generous paid time off



***Sisters of St. Francis of Mary Immaculate (Joliet Franciscans) has engaged
EMA Partners Chicago/Trinity Executive Partnership to facilitate this search.***

**Richard D. Sbarbaro
Senior Managing Partner
EMA Partners Chicago/Trinity Executive Partnership
(708) 531-0100**

***Interested and qualified candidates should submit a cover letter and resume to:
info@trinityexecutivepartnership.com***

www.ema-partners.com | www.trinityexecutivepartnership.com