

The background of the entire page is a photograph. On the left, there is a large, light-colored statue of a man in a long robe, possibly a religious figure, looking towards the right. In the background, to the right, is a tall, yellow brick church tower with a blue and gold domed roof. The sky is blue with some white clouds. There are some green trees and bushes in the foreground and around the statue.

Sisters of
St. Joseph



Uniting all in
God's love
BRENTWOOD, NY

POSITION PROFILE
**CHIEF OPERATING
OFFICER**
BRENTWOOD, NEW YORK



MANEVA

ORGANIZATION OVERVIEW

SISTERS OF ST. JOSEPH BRENTWOOD

For 375 years, the Sisters of St. Joseph have lived out a mission rooted in love, unity, and service. Founded in 1650 in Le Puy, France, and established in Brentwood, New York in 1896, the congregation has grown from a small community of women religious into a movement that has educated, healed, and lifted up countless lives across generations.

At their peak, more than 2,000 Sisters of St. Joseph ministered across New York and beyond; today, though the congregation has decreased to approximately 260 vowed members, the depth of their impact remains awe-inspiring.

Over the decades, the Sisters have founded and staffed nearly 189 elementary and secondary schools and three colleges, opened six hospitals and numerous clinics, and led orphanages, elder care facilities, and homes for vulnerable populations. They have been at the forefront of social justice, from civil rights and affordable housing to ecological advocacy and nuclear disarmament. Their ministries have extended beyond Long Island and Puerto Rico to include service in Appalachia, the Dominican Republic, Brazil, and Colombia, among other places.

That same spirit of service continues today through active ministries including:

- **Four all-girls Academies** – Sacred Heart Academy (Hempstead, NY), The Mary Louis Academy (Queens, NY), Fontbonne Hall Academy (Brooklyn, NY), and Academia Maria Reina (San Juan, PR).
- **Organic Garden Ministry** – teaching ecological sustainability and food justice through hands-on learning.
- **Long Island Immigration Clinic** – providing critical legal and advocacy support for immigrant families.
- **The CSJ Learning Connection** – empowering immigrant women through education, GED preparation, and language instruction.
- **Spirituality and Formation Ministries** – offering retreats, spiritual direction, and faith enrichment opportunities.



To learn more about the Sisters of St. Joseph, please visit:
www.brentwoodcsj.org

ORGANIZATION OVERVIEW (CONTINUED)

Many Sisters reside on Brentwood campus, while others continue to live and minister in communities throughout New York City and as far as Puerto Rico, carrying the mission into diverse communities.

Their Brentwood campus is also home to a wide network of mission-aligned partners whose programs extend the Sisters' reach:

- **New Hour for Women and Children** – Long Island – supporting formerly incarcerated women and their families in rebuilding their lives.
- **Shepherd's Gate** – offering early childhood education, pre-K classes, and before- and after-school programs that support working families.
- **Long Island Native Plant Initiative** – promoting biodiversity and ecological restoration through native seed collection and habitat stewardship.
- **Maria Regina Residence** – a 188-bed skilled nursing facility providing compassionate elder care in the spirit of dignity and respect.
- **Community Farming Partners** – 8–9 independent farmers and organizations cultivating land on the campus, advancing sustainable agriculture and food access.
- **Supportive Housing Initiative (in development)**
– future plans to create affordable, supportive housing for veterans and individuals with disabilities.



Finally, their 212-acre campus itself has become a model for stewardship, with preserved wetlands, solar fields, conservation land, and community farming that embody the Sisters' conviction that care for creation is integral to faith and justice. With more than 300 staff, diverse ministries, and a complex network of facilities and partnerships, the Sisters of St Joseph Brentwood remain both a spiritual community and a dynamic institution committed to service, sustainability and justice.

POSITION SUMMARY

CHIEF OPERATING OFFICER

The Sisters of St. Joseph Brentwood (CSJ) seek a Chief Operating Officer (COO) to provide strategic and operational leadership for a multifaceted, mission-driven institution. The COO reports to the President of the Leadership Council, who serves as the congregation's chief executive. The President works in close consultation with the four member elected Leadership Council, ensuring that decisions reflect both collaboration and collective discernment. The COO will be a key partner in translating these decisions into effective action, managing the organization's complex operations with professionalism and rigor.

The COO will oversee all administrative and operational functions, including finance, human resources, facilities, technology, convent, advancement, communications, and marketing. The role spans operations across Brooklyn, Queens, Long Island, and other sites, including properties such as the Academy in Hempstead, facilities in Rockaway, and various residential communities.

The COO will be responsible for modernizing organizational structures, clarifying roles and reporting lines, and strengthening financial and operational practices to ensure accountability and efficiency. By owning these responsibilities, the COO enables the Sisters to dedicate their time and energy to the ministries and advocacy work that are central to their vocation.



POSITION SUMMARY CONTINUED:

CHIEF OPERATING OFFICER

This is an opportunity for a proven executive who thrives in complex environments, balancing strategic vision with hands-on management. The ideal candidate will bring strong business and operational expertise, the ability to lead large teams, and respect for the values and mission of the Sisters of St. Joseph.

Key Responsibilities:

Day to Day Management

Lead the day-to-day operations of a complex, multi-department organization of more than 300 employees, aligning staff and systems with Congregational priorities.

Governance and Thought Partnership

Serve as a trusted thought partner to the Leadership Council, bringing forward sound operational insight to support decision-making.

Organizational Assessment & Team Development

Conduct a thorough review of the existing organizational structure, assess staff capabilities, and propose an updated organizational chart and reporting lines.

Strategic Leadership

Partner with the Leadership Council to carry out Congregational decisions with professionalism, timeliness, and fidelity to mission. Anticipate emerging needs and provide steady leadership during times of transition, ensuring that compassion and mission are consistently balanced with business acumen and effective execution.

Changes and Transition Management

Guide the Congregation through cultural and organizational transitions with steadiness, clarity and decisiveness. Communicate clearly, implement changes thoughtfully, and ensure that transitions honor both the Congregation's traditions and its future needs.

POSITION SUMMARY CONTINUED:

CHIEF OPERATING OFFICER

Financial Stewardship

Provide oversight of all financial functions, including complex budgets, audits, reporting, forecasts, investments, and long-term planning.

Property and Asset Management

Steward the property, facilities, and land assets; including modernization, sale, redevelopment, and environmental sustainability; balancing financial responsibility with mission-centered priorities.

Human Resources & Organizational Culture

Strengthen HR systems to promote accountability and professional growth, ensuring clear performance goals, effective evaluation processes, and ongoing staff development.

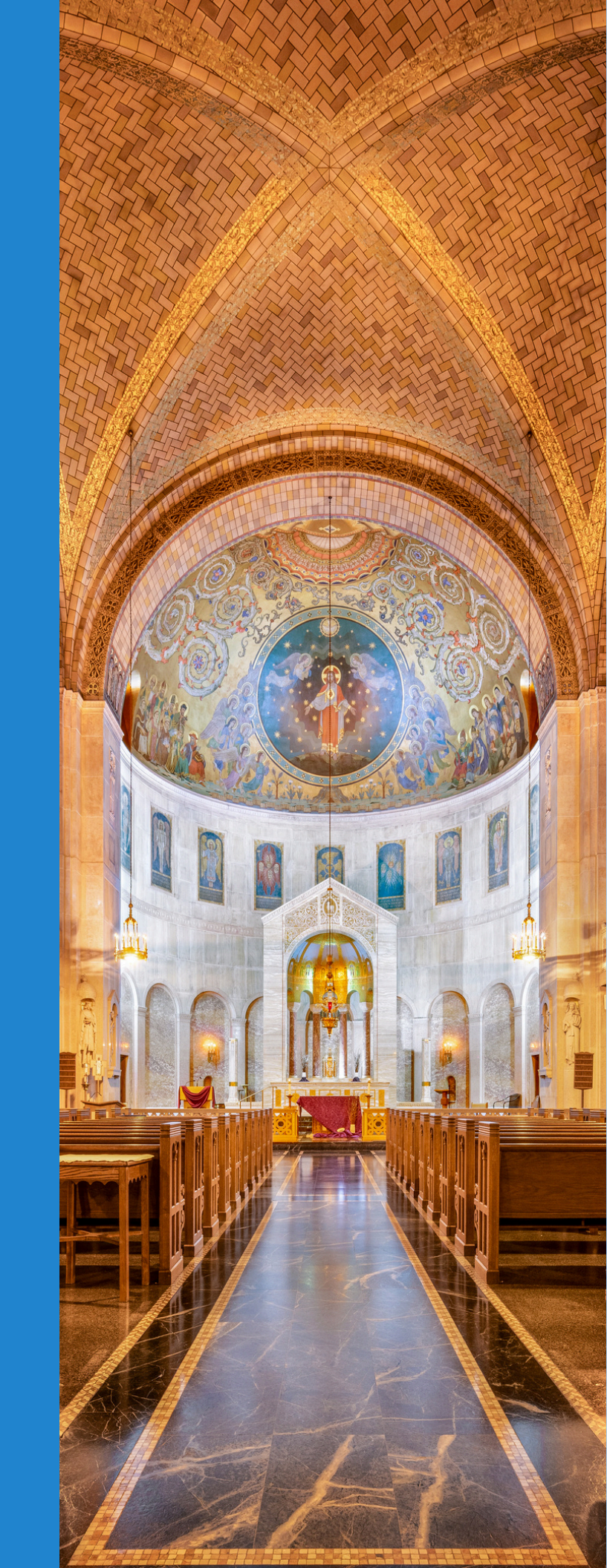
Partnerships and Risk Management

Review, negotiate, and manage contracts, ensuring compliance with legal and regulatory requirements.

Ministry Support and Development

Ensure that ministries are operationally and financially supported to thrive, while respecting that their vision and spiritual leadership remain under the purview of the Congregation. Collaborate with ministry leaders and the Leadership Council to align resources, strengthen sustainability, and advance impact.



A photograph of the interior of a church, looking down a long aisle towards a large, ornate altar. The ceiling is a high, vaulted dome with intricate mosaics and frescoes. The floor is made of dark, polished stone tiles. The walls are light-colored with arched windows and niches containing statues. The overall atmosphere is one of grandeur and historical significance.

LEADERSHIP & COMPETENCY EXPECTATIONS

Strategic Steward

The COO will bring a structured and solutions-driven approach to managing complexity, ensuring that roles and reporting lines are clear and that systems support both efficiency and accountability. They will assess current operations with a critical eye, identifying gaps and introducing improvements that strengthen financial, operational, and administrative practices.

Skilled at facilitating feedback and navigating conflict, the COO will foster an environment where challenges are addressed directly and resolved constructively. Through this disciplined yet adaptive stewardship, they will create the stability and capacity needed for the organization to move forward with confidence.

Team Developer

The COO will be a steady and supportive manager who invests in developing people and building capacity. They will establish clear performance goals and metrics, implement evaluation and feedback systems, and provide opportunities for professional growth. At the same time, they will thoughtfully assess the team's overall capacity, making difficult personnel decisions when necessary to ensure the right structures and talent are in place.

Honor Religious Life

The COO will demonstrate a deep respect for the mission and traditions of the Sisters of St. Joseph and for the ministries they champion. While this leader does not need to be Catholic, they must hold a deep appreciation for Catholic religious life as a way of life, demonstrating spiritual grounding, empathy, and respect for diverse faith traditions.

QUALIFICATIONS

- Bachelor's degree required; advanced degree such as MBA, JD, MS, or related master's preferred or equivalent years of experience.
- Significant senior-level management experience overseeing complex operations, ideally with faith-based, religious institutions, nonprofits, or other large-scale mission driven organizations.
- History of successfully leading organizations through strategy development, operational planning, with the ability to translate vision into practical systems and outcomes.
- Demonstrated financial expertise, including oversight of multi-million-dollar budgets, audits, and reporting.
- Experience managing property and facilities at scale, including modernization, redevelopment, or sale, with an understanding of balancing stewardship with mission priorities.
- Background in human resources and organizational leadership, including building systems of accountability, professional development, and culture rooted in respect and fairness.
- Strong relationship-building and consensus-building skills, with the ability to earn trust across diverse stakeholders.
- While Catholic faith is not required, an appreciation for Catholic Social Teaching and respect for religious life or faith-based organizations as a way of life is essential.

LOCATION, COMPENSATION & BENEFITS

This is an on-site position based in Brentwood, New York, with travel to other locations in Queens, Nassau, and Brooklyn as needed. The salary range for this opportunity is **\$250,000 – \$300,000**, commensurate with experience and qualifications.

The Sisters of St. Joseph, Brentwood offer a comprehensive benefits package that includes multiple medical plan options, dental and vision insurance, life and disability coverage, and FSAs for health, dependent care, and commuter expenses. Employees also receive a 403(b)-retirement plan with employer match, generous paid time off including vacation, sick leave, personal days, and holidays, as well as access to an Employee Assistance Program (EAP), wellness resources, and professional development opportunities. These offerings reflect the Congregation's commitment to supporting the well-being of those who carry forward its mission.

HOW TO EXPRESS INTEREST

To express your interest and explore this opportunity, please submit your **resume** and **cover letter** [here](#).

All inquiries and discussions will be handled with the utmost confidentiality. This position is available immediately, and applications will be reviewed on a rolling basis until the role is filled.

We look forward to receiving your inquiries!



ABOUT MANEVA GROUP

Maneva Group is a leading woman and minority owned executive search firm dedicated to connecting exceptional talent with organizations committed to making a meaningful impact. Through a consultative and client-focused approach, Maneva Group partners with mission-driven organizations to build transformative leadership teams.

Our name, Maneva, comes from the combination of two Sanskrit words: “**Mānav**” meaning mankind & “**Sevā**” meaning service. We are driven by the ideal of our name - **service to humanity**.