



Sisters of
St. Joseph
OF ORANGE

Senior Executive for Administration

Sisters of St. Joseph of Orange

Orange, CA | Full-Time | Mission-Driven Executive Leadership

About the Sisters of St. Joseph of Orange

The Sisters of St. Joseph of Orange, California is a Catholic congregation of women rooted in a spirit of unity, reconciliation, service, and love of the dear neighbor. Through their ministries, partnerships, and presence, the Sisters seek to respond to the needs of the world with faith, courage, compassion, and hope.

St. Joseph Center serves as a mission-centered hub that supports the Congregation's ministries, operations, community life, and ongoing service. As the Congregation continues to reimagine its administrative structure for the future, the Sisters seek collaborative leaders who can help steward the mission, charism, people, resources, and ministries entrusted to their care.

The Opportunity

The Sisters of St. Joseph of Orange, California seek a **Senior Executive for Administration** to serve as a collaborative executive leader responsible for the administrative, financial, and operational functions of St. Joseph Center and its ministries.

This role works in close collaboration with Congregational Leadership and the Sisters of St. Joseph of Orange, fostering strong relationships grounded in the charism of the Congregation. The position reports to a member of the Leadership Team.

The Senior Executive for Administration provides leadership and oversight for key administrative functions, including:

- Operations
- Finance
- Human Resources
- Communications
- Mission Advancement
- Regina Residence, a small-scale residential care home

This is a unique opportunity for a mission-aligned leader with strong experience in administration, finance, operations, and organizational stewardship to help shape a



collaborative leadership model that supports the future of St. Joseph Center and the ministries of the Sisters of St. Joseph of Orange.

Collaborative Leadership Model

The Senior Executive for Administration serves as part of a collaborative leadership model alongside the **Senior Executive for Ministries** and the **Senior Executive for Charism Formation**. Together, these leaders share responsibility for ensuring that mission, ministry, and operations remain aligned and responsive to the evolving needs of the Congregation, its ministries, and its partners at St. Joseph Center.

This model requires a leader who values relationship, shared discernment, transparency, stewardship, and collaboration. The Senior Executive for Administration must be able to bring operational clarity and financial discipline while honoring the mission, charism, and values of the Sisters.

What You Bring

The ideal candidate will bring a blend of financial acumen, operational leadership, relational intelligence, and deep respect for Catholic mission and religious life.

Desired qualifications include:

- Senior-level experience in administration, finance, operations, or organizational leadership
- Experience overseeing multiple functional areas such as finance, HR, operations, communications, facilities, or advancement
- Experience in nonprofit, faith-based, healthcare, senior living, residential care, or mission-driven settings strongly preferred
- Ability to lead in complex, evolving organizations with multiple stakeholders
- Strong financial judgment, ethical leadership, and commitment to stewardship
- Experience building systems, strengthening infrastructure, and improving organizational processes
- Ability to collaborate with religious leadership, lay leaders, employees, and ministry partners
- Deep respect for the mission and charism of the Sisters of St. Joseph of Orange

Why This Role Matters

This is not a traditional administrative executive role. It is a stewardship role in service of mission.



The Senior Executive for Administration will help support the future of St. Joseph Center by strengthening the operational and financial foundation needed for ministries, employees, Sisters, and partners to thrive. This leader will play a key role in helping the Congregation live into a reimagined structure that honors its charism while preparing for the needs of the future.

How to Apply

Interested candidates are invited to submit a cover letter and resume for consideration.

Application materials should be emailed to:

Cindy Guzman

Director of Human Resources
Sisters of St. Joseph of Orange
cguzman@csjorange.org

For additional information or to request a copy of the complete job description, please contact Cindy Guzman at the email address above.

The Sisters of St. Joseph of Orange are committed to a thoughtful and discerning search process. Applications will be reviewed on a rolling basis as they are received, and the position will remain open until an appropriate candidate is identified.

The Sisters of St. Joseph of Orange are an equal opportunity employer and welcome candidates who are committed to mission-driven leadership, collaboration, stewardship, and service.