

Employment Opportunities

EO-518

March 3, 2025

“Employment Opportunities” (EO) is a job clearinghouse for non-profit organizations. A one-time listing in Positions Available for LeadingAge Wisconsin members/subscribers is \$50 for a direct reply and \$75 for a blind ad. The fee for non-members for a onetime listing in Positions Available is \$100 for a direct reply and \$125 for a blind ad.

Employment Opportunities are typically included in our *Member Updates* newsletter. Ads submitted also are displayed on the LeadingAge Wisconsin website which can be found at:

www.leadingagewi.org/services-education/employment-opportunities.

EO-1118 Executive Director – Milwaukee, Wisconsin

The School Sisters of St. Francis is hiring a full time Executive Director for Sacred Heart. The typical hours for the position are 8:00 a.m. - 4:30 p.m. Monday-Friday, 40 hours per week. The position may require the ability to work during nonstandard hours if the need arises.

The Executive Director is responsible for the professional and efficient operation of the facility and its departments. The Executive Director is responsible for providing leadership and strategic direction as well as the overall operational management of Sacred Heart in supporting the strategic directions, goals and objectives established by the US Province Leadership and the School Sisters of St. Francis (SSSF). In order to provide quality of life and service for residents and staff, the Executive Director plans and directs all functions of the institution through departmentalization and the delegation of duties. All activities are in keeping with the overall policies established in accordance with the mission, philosophy, and values of the SSSF.

Education/Experience Requirements:

- A Bachelor’s Degree in health care, health care administration or a related field from an accredited college or university is required.
- Five or more years of prior experience as an Administrator/CEO is required.
- Prior experience and knowledge of philosophy of aging and current concepts of aging.

Certificate/License Requirements:

- Valid unencumbered driver’s license
- Nursing Home Administrator License preferred

Supervisory Responsibilities:

1. Provides leadership and supervision for Sacred Heart Department Directors/Managers, and through them, all employees of Sacred Heart;
2. Oversee and collaborate with Human Resources in the hiring, progressive discipline, and termination of employees;

School Sisters of St. Francis is a non-profit religious organization located in Milwaukee, WI. Within the campus, there is an unlicensed assisted living facility for retired women religious. The core characteristics of this organization are hospitality, service, respect, and support. We offer independent apartment living, assisted living, complete support with end-of-life care. At School Sisters of St. Francis, our staff get to know and interact with those they serve while assuring quality of life - physical, social, psychological, and spiritual. We are seeking an individual who would fit our compassionate environment caring for retired women religious. At School Sisters of St. Francis, we offer competitive wages and benefit package.

Qualified candidates please send a cover letter/resume to Human Resources to: HR@sssf.org or apply online on our website at: www.sssf.org.