



Position Profile President Sisters of Charity Foundation of Canton Canton, Ohio

The Organization

The Sisters of Charity Foundation of Canton is part of the ministry of the Sisters of Charity of St. Augustine. The Sisters of Charity of St. Augustine began their work in Northeast Ohio in 1851 and, today, the principal components of their ministry are health, education, and social services through ministry organizations in Canton and Cleveland, Ohio, and South Carolina. The Foundation is specifically under the auspices of the Sisters of Charity Health System which was established in 1982 to serve as a parent corporation for the Sisters' ministries. Today, those ministries include St. Vincent Charity Hospital, Regina Health Center, Joseph's Home and Light of Hearts Villa in Cleveland, Healthy Learners and the Center for Fathers and Families in South Carolina, the Early Childhood Resource Center in Canton and three grantmaking foundations in Canton, Cleveland and South Carolina who sponsor community initiatives that address the consequences of poverty.

The Sisters of Charity Foundation of Canton, formed in 1996, focuses on issues of social justice relating to the poor and underserved in the Spirit of Jesus Christ with specific service in Canton and the Stark County area. The Foundation today has endowed assets of more than \$115 million and a 2021 operating and grants budget of nearly \$5 million. It grants approximately \$3.3 million annually to organizations in support of the mission through three grantmaking and outreach categories: Responsive Grants, Strategic Collaborations, and Foundation-led Initiatives. One of the Foundation's most visible initiatives led to the creation of the Early Childhood Resource Center, a ministry of the Sisters of Charity Health System that promotes the healthy development of children in Stark, Summit, Medina, Portage, Trumbull and Mahoning Counties in Northeast Ohio. The Foundation also serves as a convener, facilitator, and collaborator around community issues.

Vision of the Sisters of Charity Foundation of Canton:

- To improve the quality of life of the poor and underserved so they can live to their fullest potential, by initiating systemic change, enhancing community connections, serving as a community change agent to advocate for the poor, and promoting innovative strategies to impact the root causes of poverty.

The Foundation's mission:

- To support and further the mission and ministry of the Sisters of Charity of St. Augustine. The principal components of their ministry are health, education, and social services. The Foundation's focus is on issues of social justice relating to the poor and underserved in the Spirit of Jesus Christ.

More information can be found on the following websites:

- Sisters of Charity Foundation of Canton: www.scfcanton.org
- Sisters of Charity Health System: www.sistersofcharityhealth.org
- Sisters of Charity of St. Augustine: www.srs charity.org
- Early Childhood Resource Center: www.ecresourcecenter.org

Joni Close, the Foundation's President (and prior to that, Senior Program Officer) has served the organization for over 24 years and has announced her intention to retire in mid-2022. As a result, the Board of Directors has begun an executive search to seek her successor.

Position Profile President ~ Sisters of Charity Foundation of Canton

The Position

Location:

The position is based at the Sisters of Charity Foundation of Canton offices, 400 Market Avenue North, Canton, Ohio 44702; telephone 330.454.5800.

Reporting Relationships:

The President reports to the Chair of the 18-member Board of Directors (the President is an *ex officio* member), which meets quarterly; the Executive Committee meets on a more regular basis as needed. Board members are appointed for 3-year terms and may serve three consecutive terms. The President also reports to the designee of the President & Chief Executive Officer of the Sisters of Charity Health System.

The President supervises the Foundation staff: two Program Officers, the Grants and Operations Manager, and the Administrative Assistant/Office Manager. Other important relationships include: the President & CEO and the Senior Vice President of the Sisters of Charity Health System (who is the Health System designee and a member of the Board), Health System human resources and accounting staff, investment advisers, public and private sector community leaders, members of the media, outside advisors and the public at large.

The President is an active participant, along with the top staff executives of the five major local foundations, in reviewing and considering the recommendations of the Stark County Capital Campaign Committee for grants to be potentially awarded in the County. This executive is also a member of the Board of Directors of the Early Childhood Resource Center.

Position Charter:

The President of the Sisters of Charity Foundation of Canton, working with the Foundation's Board of Directors and the President & CEO (or designee) of the Sisters of Charity Health System, shall direct, coordinate and oversee activities of the Foundation in accordance with its mission. The President has responsibility to create and implement a comprehensive framework to address the needs of the materially poor and underserved by understanding the complexity of poverty and its root causes, nurturing the growth of healthy communities, emphasizing youth and family, and measuring the outcomes of these efforts.

This executive assists in the identification of programs to address unmet needs consistent with its mission, and often through collaboration with other health and human service agencies, foundations, faith organizations, dioceses, and community organizations. Additionally, the President is responsible for all administrative and grant disbursement and monitoring functions of the Foundation's work. The President shall act as the duly authorized representative of the Board of Directors in all matters in which the Board of Directors has not formally designated some other person to act.

Major Duties and Responsibilities:

- **Ensure that all activities of the Foundation are carried out in accord with the philosophy of the Sisters of Charity of St. Augustine and the code of regulations of the organization.**
 - Develop, maintain, and review Board of Directors and staff orientation/education programs to ensure alignment with philosophy.
- **Serve as the liaison officer and resource person to the Board of Directors and its Committees.**
- **Lead the Foundation in planning and effective implementation.**
 - Develop annual goals, objectives, and an implementation plan for the Foundation and in conjunction with the Board and staff, conduct a yearly review and provide a status report.

Position Profile

President ~ Sisters of Charity Foundation of Canton

- Develop and implement the Foundation’s annual operating and capital budgets in conjunction with the Board Treasurer and the Sisters of Charity Health System finance staff and with input from all Board Committees and staff. Monitor budgets in coordination with the Sisters of Charity Health System’s finance department.
 - Develop and oversee the implementation of appropriate systems to facilitate the day-to-day operations.
 - Ensure that all Foundation programs operate according to prescribed federal, state, and local regulations.
 - Develop, review, and maintain grantmaking application and review procedures that ensure that all grantmaking is tracked and monitored, in keeping with the guidelines of the Foundation and Board of Directors. Ensure regular evaluation of procedures and grantees is in place and reported to the Board of Directors.
 - Select, employ, supervise, and discharge employees for the Foundation and develop appropriate operational policies and procedures to administer the Foundation. Conduct an annual review of each employee and develop yearly staff goals.
 - Oversee and direct Foundation staff involvement in activities related to financial commitments to strategic initiatives.
- **Serve as a community leader, convener, and collaborator in service to the mission.**
- Oversee Foundation and staff involvement in community, statewide, and/or national partnerships, collaborative efforts, initiatives, and/or advocacy or public policy efforts.
 - Serve as a convener, facilitator, and collaborator around community issues affecting the poor and underserved and respond strategically to challenges and trends impacting poverty in the community served. Be creative in identifying effective strategies to address these issues.
 - Develop an overall communication plan to effectively communicate to the community the Foundation’s strategic initiatives and focus areas, as well as its mission and functions and, when necessary, coordinate with the Sisters of Charity Health System communications staff.
- **In conjunction with its Board, provide oversight and strategic direction to the Early Childhood Resource Center, a subsidiary of the Foundation.**
- **Serve as a member of the Sisters of Charity Health System team:**
- Serve on committees and task forces as needed and keep the Foundation’s Board and staff apprised of activities.
 - Assist in the planning and implementation of Sisters of Charity Health System’s family workshops, staff work session, and orientation activities as needed.
 - Work closely with the leadership of Sisters of Charity Health System sponsored ministries to develop mutually beneficial projects responsive to new and/or unmet needs.

Compensation:

The President is expected to earn an attractive compensation package and appropriate benefits. Some relocation assistance will be provided.

The Candidate

Education:

A Bachelor’s degree is required; an advanced degree in Business, Finance, Public Administration, Healthcare Administration, Public Health, Public Policy, Education, or related field is preferred.

Position Profile

President ~ Sisters of Charity Foundation of Canton

Professional Qualifications:

Candidates may come from a variety of professional backgrounds: a top executive of a comparable grant-making foundation; a top executive of a complex nonprofit organization with mission of service to the poor and underserved; a “#2” or other senior leader at a similar organization who is professionally prepared to step up to the President-level position; an experienced for-profit leader with background of service to nonprofits and an interest in this kind of career path. Experience with a faith-based organization desirable.

Skills and Background:

- **Commitment to mission** (can embrace the Catholic heritage and identity of the Foundation; can demonstrate passion for the faith-based mission of the organization and for the population served).
- **Organizational skills** (results oriented; meets established goals and objectives; takes initiative; a self-starter; works independently).
- **Administrative and fiscal management** (demonstrated ability in general administration, financial planning and in managing the financial affairs of an organization).
- **Technology** (comfortable using Microsoft Office and related programs and social media; computer literate).
- **Board relations** (can develop and sustain effective communication and relationships with Board members).
- **Investment savvy** (comfortable with institutional investment management and decision making in changing investment climates).
- **Alternative funding** (stay abreast of state and national funding sources available to support the mission).
- **Communication skills** (active listener; exercises superior oral and written skills; effective public speaker).
- **Multi-tasker** (effectively manages multiple tasks and priorities; good with details; comfortable working in a small office environment).
- **Community relations** (effective interactions with social service agencies, elected officials, ministries and churches/the Diocese, the public at large; serves as “the public face” of the Foundation).
- **Established contacts** (ability to develop and maintain local, county, regional and statewide network connections with ministry, social service, business leaders and supporters).
- **Diversity, equity and inclusion** (embraces demographic profile of community; promotes diversity and inclusion programmatically).
- **Planning** (experience in developing and implementing short- and long-term budgets and strategic plans).
- **Regional familiarity** (personal and professional experience in in the Northeast Ohio area).

Personal Traits:

- **Integrity** (honest, above reproach, highest ethical reputation and moral standards).
- **Human relations skills** (builds constructive and effective relationships; able to interact with people from a variety of backgrounds).
- **Intelligent** (bright; street smarts and natural intelligence).
- **Team player** (brings to all relationships a spirit of God-honoring unity; willing to compromise when it is right for the organization and people involved).
- **Leadership** (has vision; can manage, motivate, challenge, teach and delegate to others, work with people).
- **Collaborative** (demonstrates a willingness and ability to work with and through others; consensus builder).
- **Credibility** (can command respect of Board, staff, faith community and other community partners).
- **Energetic** (genuinely enthusiastic; strong personal work ethic).
- **Persuasive** (can synthesize viewpoints and convince disparate groups to come to a logical resolution).
- **Decisive** (makes good decisions; encourages lively debate and diverse opinions to improve quality of decision making).

Position Profile

President ~ Sisters of Charity Foundation of Canton

- **Executive presence** (polished; self-confident but humble).
- **Strategic thinker** (envisions “big picture” while detail oriented; can lead organization toward future goals).
- **Imaginative** (creative problem solving; can envision nontraditional solutions and think “out of the box”).

Challenges and Opportunity

The projected first year accomplishments for the new President of the Foundation include:

- Become completely familiar with all operating aspects of the Foundation organization including staff, finances and investments, and grant programs. Begin to foster effective working relationships with community and regional leaders, Board members and representatives of the Sisters of Charity Health System.
- Evaluate all aspects of the Foundation organization: programs, staffing, funding, Board recruitment and development, technology, community interaction, facilities and assets; implement and/or make recommendations on enhancements and changes.
- Initiate formal and informal introductions and connections throughout Canton and Stark County and the surrounding region through varied communications and in-person gatherings and meetings.

The President position of the Sisters of Charity Foundation of Canton is an outstanding opportunity for a foundation, nonprofit or perhaps private sector executive to lead an organization committed to a faith-based mission to support the poor and underserved. The Foundation enjoys a strong reputation with key organizations in the area and a history of solid fiscal and investment results. The President will inherit an enthusiastic and dedicated Foundation staff and a committed Board of Directors.

Canton and Stark County, Ohio

Canton is the largest city in Stark County with a population of over 73,000 residents. Stark County is in the northeastern quadrant of the State of Ohio and is home to over 375,000 people. In addition to Canton, Stark County’s largest cities are Massillon (32,000 residents) and Alliance (22,000 residents) and the remaining population lives in 30+ municipalities, villages, and townships. Stark County benefits from cities, quaint Midwestern towns, rolling farmland and suburban neighborhoods all within driving distance of one another.

Canton is nationally recognized for serving as the location of the NFL Professional Football Hall of Fame. In addition, Stark County is the world headquarters for several large corporations including the Timken Company, TimkenSteel, Diebold Corporation, The Kenan Advantage Group, Shearer’s Foods and the new headquarters of LG Fuel Cell Systems, Inc. Stark County is also home to hundreds of other service and manufacturing companies that have all recognized the business edge they get from Stark County’s excellent accessibility to the U.S. market and its lower cost of living.

Canton and Stark County includes residents from diverse ethnic backgrounds and has maintained a solid economy with a mix of service, healthcare, and manufacturing businesses. Arts and culture include galleries, community festivals, restaurants, museums, and theatre. Educational organizations include outstanding public and private school systems, community colleges and a number of public and private institutions of higher learning including Kent State University-Stark Campus, Malone University, Stark State College, University of Mount Union and Walsh University.

Other information about Canton and Stark County can be found on the following websites:

- City of Canton: www.cantonohio.gov
- Stark County: www.co.stark.oh.us
- Stark County Convention & Visitors Bureau: www.visitcanton.com
- Stark Development Board (economic development): www.starkcoohio.com
- Canton Regional Chamber of Commerce: www.cantonchamber.org



Position Profile
President ~ Sisters of Charity Foundation of Canton

Contacts

The client organization we represent and WAVERLY PARTNERS firmly support the principle and philosophy of equal opportunity for all individuals, regardless of race, religion, sex, age, national origin or disability. Interested candidates should send a resume/CV in confidence to either consultant at WAVERLY PARTNERS, the executive search firm retained by the Foundation's Board on this search.

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