# **POSITION DESCRIPTION**

**PRESIDENT and CEO**

Ballinger | Leafblad is pleased to conduct the search for a President & Chief Executive Officer at Our Lady of Peace in Saint Paul, Minnesota

# **CONTACT**

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**ORGANIZATIONAL OVERVIEW**

In 1941, The Dominican Sisters of Hawthorne opened a humble care center in St. Paul to provide free care for terminal cancer patients who were without means. Our Lady of Peace has since expanded its mission to include adult non-cancer patients regardless of their social, religious, or economic status.

We recognize that dying is a normal and natural process that all of us will experience some day. Our Lady of Peace provides a service to anyone with life-limiting illness that maximizes comfort and manages pain effectively to allow the patients to live as fully and comfortably as possible.

We also recognize our patients and our loved ones as one unit of care, therefore the services are not limited only to the patients. Services are provided for the families that are also affected by the illness.

Our Lady of Peace employs 135 team members, including nurses, social workers, chaplains, and a full-time physician, which is rare for a hospice residence. Our affiliated home-care program and Highland Block Nurse Program are thriving, and are bolstered by a legion of ninety loyal volunteers.

In 2021, Our Lady of Peace completed a successful $6 mil capital campaign and will soon finish a major renovation and addition to our hospice residence. This will enable OLP to provide the unthinkable for a free hospice: private rooms for each patient, at a first-rate standard.

To help assure our mission will continue forever, Our Lady of Peace is currently retaining a firm to conduct a study to determine the feasibility of a new campaign to double the size of our Endowment.

**HISTORY**

1941 — OUR LADY OF GOOD COUNSEL  
*On December 7th, 1941 the Dominican Sisters of Hawthorne, NY came to St. Paul, Minnesota and started Our Lady of Good Counsel Home, a free end-of-life care facility to serve the “cancer poor.*

1941–2009 — PROVIDING CARE FOR THOSE IN NEED  
*From 1941 to 2009, Our Lady of Peace cared for more than 15,000 patients.*

2001 — HOSPICE  
*The Hospice program was introduced, allowing patients to receive hospice care wherever they call home.*

2004 — HOME HEALTH CARE  
*Home Health Care began, serving older adults in their homes.*

2009 — FRANCISCAN HEALTH COMMUNITY  
*The operation of the home was transitioned to the Franciscan Health Community.*

2015 — OUR LADY OF PEACE  
*Our facility licensure changed from Long Term Care to Residential Hospice. The corporation’s name changed under new licensure to Our Lady of Peace and is currently a non-profit Catholic organization.*

2016 — CELEBRATING 75 YEARS  
*We have been serving our community with end-of-life care for 75 years, serving tens of thousands of patients from all walks of life.*

**ORGANIZATIONAL CULTURE**  
Staff members at Our Lady of Peace are focused on the mission of the organization and it shows. There is a strong sense of compassion and support of families and a commitment to quality care. Many view their work as more of a vocation or a calling, than a job.

Words that Our Lady of Peace staff use to describe their organizational culture are: caring, supportive, respectful, a great community, a single-minded focus on the mission, and remarkable!

**MISSION**  
Called by God, Our Lady of Peace gently comforts and cares for those most in need near the end of their lives, wherever they call home, regardless of means.

**VISION**  
We are compassionate, faith-based end-of-life care leaders.

**VALUES**  
Compassion, Dignity, Inclusivity, Presence, Peace, Diversity, Excellence, Stewardship

**SERVICES**

RESIDENTIAL HOSPICE  
The Dominican Sisters of Hawthorne opened a humble care center in St. Paul to provide free care for terminal cancer patients who were without means. Our Lady of Peace has since expanded its mission to include adult non-cancer patients regardless of their social, religious, or economic status in our 21-Bed Residential Home.

HOSPICE  
Our Hospice program was formerly known as St. Mary’s Hospice, located in Highland Park and run by the Franciscan Health Community. It is a community-based hospice headquartered at the Our Lady of Peace Residential Hospice campus, serving the 7-county metro area. The staff provides care to patients wherever they call home—their private homes, nursing homes, group homes, etc.

HOME HEALTH CARE  
The Home Health Care program, formerly Franciscan Home Health Care, serves the 7-county metro area and provides in-home therapies, post-operative care, assistance with daily living, and palliative care.

HIGHLAND BLOCK NURSE PROGRAM  
The goal of the state-funded Highland Block Nurse Program, housed at the Our Lady of Peace campus, is to help older residents stay healthy and live safely in their homes in the Highland Park neighborhood of St. Paul.

**JOB DESCRIPTION**

**PRESIDENT/CEO**  
The President/CEO reports to the Board of Directors and provides general active management, planning, and leadership of the business and affairs of the organization. The President/CEO collaborates with the Board and Management Team to ensure organizational effectiveness, excellence in delivery and support of clients and families, and a cohesive, sustainable organization. The President/CEO ensures that all resolutions of the Board are implemented in keeping with the mission and philosophy of OLP.

**MANAGEMENT RESPONSIBILITIES**  
Direct Reports to the President/CEO are Chief Medical Officer, Controller, Director of Development, Director of Marketing and Communications, Director of Community Hospice and Home Care, Director of Nursing/OLP Home, Director of Highland Block Nurse Program, Director of Environmental Services.

**ESSENTIAL RESPONSIBILITIES**

**Mission/Vision/Values/Strategy**

* Effectively communicates and instills in others OLP’s mission, vision, and values
* Models ethical decision-making and OLP’s values
* Is customer focused
* Leads long term strategic planning
* Communicates goals and direction of OLP
* Continually surveys the competitive and regulatory landscape and makes adjustments as needed
* Respects and values the cultural experiences and diversity of all employees as essential to providing responsive, innovative and effective service
* Respects other employees and understands that harassment, discrimination, racism and oppression are not accepted in our workplace
* Exhibits respect toward other employees that disposes all employees to deal with those they serve and their families with the compassion of Christ, sensitive to their vulnerability at a time of special need
* Respects and upholds the religious mission of Our Lady of Peace and adheres to the *Ethical and Religious Directives for Catholic Health Care Services*
* Maintains professional standards and promotes Our Lady of Peace’s commitment to human dignity and the common good.
* Respects each person's privacy and confidentiality regarding information related to the person's diagnosis, treatment, and care
* Recognizes the symptoms of abuse and violence and is obliged to report cases of abuse to the proper authorities in accordance with local statutes.

**Leadership**

* Acts with integrity
* Effectively collaborates and interfaces with other individuals and organizations
* Demonstrates organizational commitment
* Models strong work ethic and high standards
* Fosters effective communication with the Board and Board leadership
* Creates alignment among upper-level staff leadership
* Builds strong business relationships both inside and outside OLP
* Promotes and advocates for OLP
* Committed to learning
* Communicates for positive impact
* Assures that OLP upholds the Ethical and Religious Directives for Catholic Health Care Services as approved by United States Conference of Catholic Bishops from time to time.

**Operations**

* Oversees general day-to-day OLP activities
* Promotes quality, safety and client satisfaction
* Understands business, regulatory, environmental, community, and political forces and provides organizational guidance accordingly
* Addresses problems effectively and in a timely manner
* Pushes self and others for results
* Develops talented people
* Motivates and rewards excellence
* Values and manages diversity
* Formulates budgets and exercises good financial stewardship
* Fosters development of all resources vital to OLP, including but not limited to personnel, physical, organizational, and financial resources such as earned, investment, charitable, and grant income
* Participates in fundraising activities including special events and individual, major gift, corporate, and foundation requests
* Maintains compliance with applicable laws and regulations
* Creates and enforces OLP policies

**DESIRED QUALIFICATIONS**

* BA degree in an appropriate discipline (e.g., business administration, healthcare), advanced degree preferred.
* Minimum of 7 years of executive-level experience in overall program and administrative management of an organization of comparable budget, staff and program size and complexity, or a combination of equivalent experience and training.
* Hospice, Home Care or Healthcare management experience preferred.
* Exceptional leadership, management, supervisory and motivational skills.
* Intelligent and articulate individual who can relate to people at all levels of an organization.
* Excellent written and verbal communication skills, including public speaking skills to be effective and persuasive in presenting OLP and its mission and vision to a variety of stakeholders.
* High emotional intelligence, self-awareness and authenticity.
* Impeccable ethics and the highest integrity.

**COMPENSATION AND BENEFITS**  
The compensation includes annual salary of $225,000-275,000 and participation in the organization’s comprehensive benefits plan.

**APPLICATION DEADLINE**

Applications will be accepted until October 7, 2022. There will be an immediate and ongoing

review of candidates, so *we encourage and appreciate early applications.*All inquiries will

remain confidential.