



HOLY FAMILY SCHOOL OF FAITH

Job Description

Company: Holy Family School of Faith

Position: Chief Operating Officer

Website: <https://schooloffaith.com/>

Company:

Holy Family School of Faith

The Holy Family School of Faith is a well-established Catholic non-profit organization whose mission is to eliminate spiritual poverty by helping people strive for conversion and holiness. For over 20 years, we have thrived under visionary leadership, cultivating a highly entrepreneurial culture and establishing a solid financial foundation. We are now entering a new phase of growth, seeking a dynamic Chief Operations Officer to serve as Integrator, leading our team, implementing systems, and driving disciplined execution to scale our ministry to the next level.

Opportunity:

The COO (Integrator) will play a pivotal role in translating the vision and strategy of our leadership into focused execution and sustainable growth. This leader will be responsible for driving operational excellence, managing day-to-day activities, aligning teams, and ensuring accountability across the organization. The ideal candidate combines strong leadership, systems thinking, and operational discipline with a deep personal commitment to our Catholic mission.

Key Responsibilities:

- **Leadership and Team Development:** Build, lead, and mentor a high-performing team aligned with the organization's mission and core values. Ensure each team member has clear roles, responsibilities, and goals.
- **Organizational Execution:** Translate the visionary's strategic direction into actionable, measurable plans. Lead the execution of organizational priorities through disciplined follow-through.
- **Process Development and Optimization:** Design, implement, and continually refine processes and systems that promote efficiency, scalability, and operational excellence.
- **Project Management:** Oversee key projects from planning through completion, ensuring timelines, budgets, and deliverables are consistently met.
- **Financial Stewardship:** Partner with the finance team to develop and monitor budgets, optimize resource allocation, and ensure financial sustainability.
- **Metrics and Accountability:** Implement clear scorecards, KPIs, and meeting rhythms to track progress, solve issues quickly, and ensure consistent accountability at all levels.
- **Risk and Compliance Management:** Establish systems to identify and mitigate operational risks while ensuring compliance with legal and regulatory standards.

- Collaborative Partnership with Visionary: Serve as a key thought partner to the organization's visionary leader, ensuring day-to-day alignment with the long-term strategic plan.
- Culture of Continuous Improvement: Promote a culture of ownership, initiative, and ongoing improvement to support mission growth and team excellence.

Ideal Candidate Traits:

- Strong Integrator Mindset: Natural ability to drive clarity, focus, and execution across teams. Decisive and solutions-oriented, with a passion for simplifying complexity and solving root issues.
- Systematic and Process-Driven: Highly organized with a bias toward developing efficient, repeatable systems that support sustained growth.
- Strategic Thinker and Practical Executor: Capable of balancing high-level strategy with day-to-day operational leadership.
- Accountable and Results-Oriented: Holds self and others to high standards of performance; creates an environment of ownership and responsibility.
- Excellent Communicator: Able to communicate clearly and effectively across all levels of the organization, fostering trust and alignment.
- Team Builder and Developer: Skilled at attracting, developing, and retaining top talent. Builds strong teams that collaborate effectively.
- Mission-Driven Catholic Leader: Fully aligned with the teachings of the Catholic Church and personally committed to the mission of The Holy Family School of Faith.
- Resilient and Adaptable: Thrives in a dynamic, entrepreneurial environment. Comfortable navigating ambiguity while maintaining focus on long-term objectives.

Qualifications:

- 5+ years of proven senior operations or executive leadership experience.
- Demonstrated success in implementing systems and processes that support growth and operational effectiveness.
- Experience working within an entrepreneurial or EOS (Entrepreneurial Operating System) environment strongly preferred.
- Outstanding leadership, management, and interpersonal skills.
- A deep understanding of and personal commitment to the Catholic faith and the organization's mission.

Compensation:

We offer a highly competitive salary and benefits package commensurate with the private sector and reflective of experience and qualifications.



About Cornerstone Kansas City:

Cornerstone Kansas City (CKC) is a leading retained executive search firm based in Prairie Village, Kansas that helps great companies recruit great people. For more than 40 years, Cornerstone Kansas City has excelled in serving its client companies with executive talent acquisition, leadership development and career transition services across the Central Midwest region of the United States. Cornerstone Kansas City has successfully completed more than 1,600 retained executive search assignments for C-suite, President, Vice President, Director and Senior Management-level positions. To inquire about how Cornerstone Kansas City can serve your executive talent acquisition needs, please [click here](#) to visit our website.

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