



Position Title: Executive Director
Department: Administration
Reports to: Board of Trustees

OVERVIEW

The Executive Director (ED) of Peace Haven (PH) is entrusted with the oversight and support of the Christian Science nursing services offered in the refuge of its facility and in the field it serves. The ED reports directly to the Board of Trustees and is solely accountable to them for the fulfillment of the organization's mission, vision and priorities. While having broad authority for developing the means to this accomplishment, those means shall be in accord with the institution's goals and values that the Trustees determine are essential to the success and continuity of the organization. The ED shall regularly submit reports and data requested by the Trustees to confirm the ED's progress towards accomplishing PH's objectives and fidelity to its mission and values. The ED shall also attend regular meetings of the Board, with no voting privilege.

The ED has the following direct reports: Director of Operations, Director of Christian Science Nursing, Director of Christian Science Nurses Training, Manager of Visiting Christian Science Nurse Services, Director of Human Resources, Director of Development, Manager of Communications and Executive Assistant. The ED meets weekly with the management team to stay abreast of issues requiring immediate attention and team-inspired solutions.

AREAS OF RESPONSIBILITY/OVERSIGHT/ACCOUNTABILITY

Metaphysics: Prayerfully establishes and maintains a clear sense of and receptivity to God's harmonious government to guide the fulfillment of PH's mission. This includes daily prayer for divine inspiration to guide the effective management of human, financial, physical, and spiritual resources available to Peace Haven to meet all needs related to the institution, its patients, staff, and administration.

Ethics: Holds oneself to the standard of the Golden Rule and inspires the staff to do the same. Is scrupulous in maintaining professional confidentiality, complying with accreditation standards, and obeying the law. Ensures an environment of compassion, fairness, honesty, responsibility, and respect for individual rights.

Leadership and Management: Is prayerful and effective in identifying needs and developing strategies and actions that will satisfy them. Inspires staff to love and embody the purpose and values of PH and Christian Science nursing. Builds an effective management team focused on PH's mission, vision, and priorities. Provides input on procedures and rules recommended by

Director of Operations. Maintains a work environment that is democratic in spirit, empowering, safe, fair, supportive, mentoring, progressive, and joyous. Consults with the Director of Christian Science Nursing (DCSN) and Manager of Visiting Christian Science Nurse Services (MVCSN) to envision ways Christian Science nursing can better meet the needs of the field. Proposes strategic plans to the Board and reports progress achieved against those plans. Leads through inspired listening, — including assessing, planning, communicating, and making thoughtful recommendations that enable the staff to do their best work. Works closely with the Board to maintain Peace Haven’s institutional sustainability and organizational soundness. Defends PH’s mission and CS nursing from encroachment by statute and regulation and fully utilizes the spiritual exemptions already provided for in the law.

Care Services: Directly responsible for all Christian Science Nursing services, with regular consultation with the DCSN, MVCSN, and DCSNT. Ensures an atmosphere supportive of Christian Science healing. Is knowledgeable about care terminology, practices, and regulations. Supports continuing education, including staff training and development, emergency preparation, and patients’ rights. Oversees the admissions and benevolence processes, in full alignment with the Christian Science Nurse Scope of Services.

Human Resources: Oversees, in consultation with the Director of Human Resources, the implementation of policies and procedures defined in the employee handbook. Cares about the well-being and retention of the staff. Oversees, in consultation with the Director of Human Resources, hiring, evaluation, grievance, compensation, benefits, and termination that attract and retain the finest employees available. Plans for management succession and promotes cross-training to guarantee continuity of operation and licensing.

Finance: Establishes the annual budget with input from management team and Treasurer/Finance Committee chair. Responsible for the income and expenses of the organization including benevolence. Interprets periodic financial results for the Board relative to established goals and benchmarks arrived at collaboratively with the Board (through its Finance committee) but at the ED’s initiative.

Facility Maintenance: Ensures that maintenance projects and capital projects are identified, funded and brought before the Board building committee for recommendation for approval by the Board of Trustees. Works with the Board building committee to address maintenance issues, including an active preventative maintenance plan (PMP) and plan for future major systems replacement from both a replacement and financial standpoint.

Development: Nurtures PH’s church-representatives program. Regularly and graciously informs the field, through church visits, the PH website, newsletters, emails, and/or mailings of Peace Haven’s services and availability to provide Christian Science nursing assistance and support. Makes wise use of resources and options that are available to Peace Haven for generating funds and support such as grant-writing, planned-giving, capital drives, and building and maintaining meaningful relationships with established and potential donors and foundations. Remains committed to the divine law that supply invariably meets demand and strives to demonstrate

this daily. "God gives you His spiritual ideas, and in turn, they give you daily supplies." (Mis. 307:1-2)

Legal Compliance and Accreditation: Oversees inspections and ensures the facility is "inspection ready" at all times. Keeps abreast of current issues and evolving requirements.

Professional Networking: Maintains active PH membership in The Association of Organizations for Christian Science Nursing (AOCSN). Maintains cordial communication with the Christian Science Nursing Network, the Missouri Christian Science Committee on Publication, with The Mother Church's Office of Christian Science Nursing Activities, and the Commission for Accreditation of Christian Science Nursing Organizations/Facilities, Inc..

Communication with Board: Maintains regular communication with the Board through weekly meetings with the Board president.

ESSENTIAL JOB FUNCTIONS

- Gives daily metaphysical treatment for oneself and for Peace Haven. Is committed to metaphysical clarity
- Understands the mission of Peace Haven and is familiar with all the policies of Peace Haven
- Is thoroughly familiar with Accreditation Standards for Christian Science nursing facilities and Visiting Christian Science Nurse Services as established by The Commission for Accreditation of Christian Science Nursing Organizations/Facilities, Inc.
- Upholds the ethics and standards of Christian Science nursing
- Daily demonstrates commitment to teamwork and consistently shows respect and support for fellow staff members through listening, mentoring, guiding, facilitating, prioritizing, and leading
- Works flexible hours
- Abides by HIPAA and OSHA rules and regulations
- Is familiar with the operation of the life safety systems and the location of devices related to those systems, and what to do in case of various emergencies

QUALIFICATIONS

- Member of The Mother Church and an active member of a branch church or society of Christ, Scientist
- Has taken Class Instruction in Christian Science
- Is committed to the healing mission of our Church through regular study of the Bible and the writings of Mary Baker Eddy and complete reliance on Christian Science for healing
- Has a deep appreciation for and desire to support PH's mission to provide Christian Science nursing service
- Has a depth of experience with leadership, development, financial management, facility maintenance, strategic planning, and organizational development

- Is well-versed in human resource issues and legal compliance
- Is able to independently lead multiple project initiatives simultaneously and decisively. Must be able to provide teams with focus, discipline and support
- Is able to keep the Board properly informed and present all recommendations to the Board clearly and concisely
- Possesses excellent verbal and written communications skills
- Has good computer skills and is familiar with major business software (such as Microsoft Excel, Word, PowerPoint)
- Has, or is able to quickly acquire familiarity with QuickBooks
- Is able, within a reasonable time period, to obtain a Missouri State limited nursing home administrator's license to operate PH

EDUCATION AND EXPERIENCE

- Has a four-year undergraduate degree, and a minimum of 5 years practical business/management experience
- Has a proven record of effective and efficient leadership and high-level management responsibility in either (or preferably both) a business, non-profit or a Christian Science nursing facility
- Proven experience motivating and developing a staff and maintaining a harmonious work environment
- Has the metaphysical maturity, vision, humility, creativity, spiritual discernment, humor, and grace necessary to effectively lead Peace Haven as a progressive and sustainable organization