



INSPIRED TO SERVE

Dear Potential Applicant,

Thank you for your interest in applying for the Executive Director position at Peace Haven!

The Peace Haven Board of Trustees has formed a four-member Search Committee to identify a "short list" of applicants whose skills and experience best match the mission of Peace Haven and the qualifications listed in the ED job description. Ultimately, Peace Haven's full Board and management team will interview finalists.

Your application should include a cover letter and a resume. Please address, at least, the following:

1. Your work history that is especially relevant to the list of qualifications and skills listed in the job description. Please give a few specific examples of experiences which demonstrate that you have the necessary key competencies.
2. Please tell us why you are interested in seeking a position in a Christian Science nursing facility and describe any experience you may have in Christian Science nursing, along with any relevant thoughts about Christian Science nursing.
3. Please tell us what qualities and relevant expertise you would bring to the Executive Director's role in supporting Peace Haven's mission to be "an active expression of divine Love meeting the human need by providing Christian Science nursing care for those wholly relying on Christian Science for healing."
4. Please provide your professional and Christian Science references, including their contact information. The number of references should, taken together, be able to speak to the full range of qualifications for and requirements of the job. Please tell us if you would prefer to have a particular reference contacted only if you are being seriously considered for the position (e.g., your current employer).
5. Please tell us if you would prefer to have your application kept confidential from the full Board, unless you are a finalist.
6. Please indicate your availability to begin employment sometime between April 1 and May 1.
7. Please include any questions you may have about the position or the process.

Please email your cover letter and resume to the Search Committee in care of Ted Bartelstone, Chair of the Search Committee: Bstonelaw@aol.com, by February 28, 2022. Interviews will be conducted in late February and March - with the goal of announcing a hire by April 1. Our timetable is flexible, if needed, to find a fully qualified candidate.

Thank you,

Ted Bartelstone, Chair of the Search Committee
Mark Anderson, Board Member
Bruce Butterfield, Board Member
Penny Swank, Board Member