



A Christian Science Nursing Facility and Visiting Christian Science Nursing Service

Dear Potential Applicant,

Thank you for considering applying for the Executive Director position of Peace Haven!

The Peace Haven Board of Trustees has formed a three-member search committee. That committee will receive applications, check references, and have a conversation with every applicant. It will do its best to identify a “short list” of the applicants who have the best match of skills and experience to the qualifications listed in the [job description](#). Then the full board and the management team will interview finalists, preferably in person.

The search committee would like to receive emailed applications by March 30. The board hopes to interview finalists during the first two weeks of April. We hope to announce a hire by May 1 and have the new director train with our outgoing director as soon as possible after that, and no later than June 1. Our time table will be flexible, if needed, to find a fully qualified candidate.

The application will consist of a cover letter and a vita. Please include somewhere in them:

1. Your work history that is especially relevant to the list of qualifications and skills described in the [job description](#). Please give a few specific examples of experiences which demonstrate that you have the key competencies we are seeking.
2. Contact information for your professional and Christian Science references. Please provide whatever number will, taken together, be able to speak to the full range of qualifications and requirements of the job. Please make sure you 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).
3. Please tell us why you would love being Executive Director of Peace Haven and what expertise you especially would bring to the work.
4. Please tell us if you would prefer to have your application kept confidential (your name not even shared with the rest of the Peace Haven Board), unless you are a finalist. The search committee will respect your wishes.
5. Please indicate your availability to begin employment sometime between May and June 1.
6. Please include any questions you may have about the position or the process.

Please address your cover letter to the search committee and send it and your vita electronically to the chair of the search committee: [chestnut.booth@gmail.com](mailto:chestnut.booth@gmail.com) by March 30, 2016.

Thank you,  
Chestnut Booth, chair of the search committee  
Marcelle Pearson, president of the board of trustees  
Walt Davis, board member

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PEACE HAVEN ASSOCIATION

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Accredited by the Commission for Accreditation of Christian Science Nursing Organizations/Facilities, Inc.