



**FRANNIE PEABODY CENTER**  
comprehensive HIV & AIDS services

## Executive Director

### **General Statement of Duties**

The Executive Director is appointed by and responsible to the Board of Directors as the Chief Executive Officer, and is charged with providing leadership and overall direction and administration of the operations of Frannie Peabody Center. Executes the policies of the Board of Directors through planning, organizing, directing, and evaluating agency programs and staff from the perspective of the organization as a whole.

### **Job Requirements**

1. Experience in a nonprofit agency preferred.
2. Strong management skills, including program planning, budget preparation, grant writing and personnel management.
3. Strong communication and problem-solving skills.
4. Ability to work effectively in a leadership role with diverse groups of lay and professional people.
5. AIDS/HIV knowledge and sensitivity required.

### **Education Requirements**

A Master's degree in a health field and/or business administration, plus at least two years administrative experience in a health care setting required.

### **Benefits**

This position is eligible to participate in a comprehensive benefits package including choice of HMO or PPO health insurance plans, dental insurance, short-term and long-term disability, life insurance, flexible spending account, dependent care reimbursement, 401(k), holiday pay and accrued time off benefits.

### **How to Apply**

Submit resume and cover letter with salary requirement by August 5, 2013 to:

Frannie Peabody Center  
Human Resources  
30 Danforth St Suite 311  
Portland, Maine 04101

E-mail: [hr@peabodycenter.org](mailto:hr@peabodycenter.org)

Fax: (207)879-0761

No phone calls please