

# **P.A.C.E is hiring for an Executive Director**

PACE – People Acting in Community Endeavors is hiring for an Executive Director

SALARY: \$80,000 – \$90,000/yr., negotiable

## Requirements

Bachelor's Degree in related field and a minimum of five (5) years program administration. Experience in Community Action Programs and Federal/State funding sources preferred. PACE is a multi-service Community Action Agency with a budget in excess of \$60 million dollars and operates programs such as Head Start, Fuel Assistance, YouthBuild, Child Care Works, and other programs. The Executive Director serves as the Chief Operating Officer working closely with, and reporting to, the President and the Board of Directors. The Executive Director directs and administers all programs, operations, and policies in addition to managing all department heads and indirectly managing staff. Candidates must have a history of community activities and a concern for the problems of low-income people. Background in: Public Sector Policy, regulation, and the law applicable to the scope of PACE activity; management communications skills; integrated management decision-making; behavioral personnel administration and resource allocation; economics, accounting, business finance; preparing of public and private sector grant applications, grants notification and administration. Responsible for personnel management, financial management, program planning and development, and Agency relations. Must understand and serve the needs of diverse groups of people.

Low cost Health, Dental, Life and Vision Insurance are available. Excellent benefits that include vacation time, personal time, sick time and paid holidays.

P.A.C.E. is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Deadline to apply: Friday, April 27, 2018

**Send cover letter and resume or application to:**

P.A.C.E., INC.

P.O. Box 5-626

New Bedford, MA 02742

Attn: Director of Human Resources