



*Bangor Office: PO Box 653  
Bangor, ME 04402  
(207) 945-5102*

*Dover-Foxcroft Office: PO Box 192  
Dover-Foxcroft, ME 04426  
(207) 564-8166*

Partners for Peace, the domestic violence resource center serving Penobscot and Piscataquis Counties, invites applications for the positions of **Director of Finance** and **Director of Human Resources**. These director positions require highly motivated and professional individuals with significant administrative leadership experience, preferably in the non-profit sector.

**Open Positions:** Director of Finance and Director of Human Resources (two positions)

**Classification:** Exempt

**Work Hours:** Both positions are salaried; normal work week between the hours of 8am-5pm with some evening and weekend work expectations that are predictable

**Location:** These positions are based out of our Bangor Resource Center.

**Travel:** Regular travel required

**Supervisor:** Executive Director

**Starting Salary Range:** \$52,000 – 55,000 annually depending on experience and generous benefits including health, dental and vision, an employer-sponsored Flexible Spending and Health Savings Accounts, paid time off benefits, including 13 paid holidays annually.

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### **Partners for Peace Mission & Vision**

At Partners for Peace (PFP), it is our mission is to engage individuals and the community to end domestic violence in Penobscot and Piscataquis Counties. We provide support, advocacy and safety planning to anyone affected by domestic abuse. We foster safe and healthy relationships through prevention, education and training. Together with our community, we recognize the nature of abuse, respond to it, and change the conditions which lead to it.

We believe that every person deserves to live in peace and equality, and that just and respectful relationships can change the world.

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The **Director of Finance** supervises the Bookkeeper, Office Coordinator, and other staff responsible for financial tasks. Core job responsibilities include: maintaining oversight of daily financial functions and forwarding the administrative and finance goals of the organization; assuring the high-quality financial and administrative functioning of the organization; overseeing the preparation and processing of cash disbursements and payroll; preparing the annual financial audit; preparing and presenting financial



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reports, ensuring compliance with grant and contract rules and regulations, and developing and monitoring the organization's budget.

The successful candidate for the **Director of Finance** will have:

- a) Bachelor's Degree required, Master's Degree in relevant field preferred
- b) 3-5 years' experience in non-profit financial administration
- c) Supervisory experience, preferred
- d) Substantial experience with Quick Books or other comparable accounting software.
- e) Bookkeeping/accounting experience, preferably non-profit.
- f) Experience with payroll management
- g) Excellent written and oral communication skills
- h) Flexibility in a rapidly changing environment.
- i) Ability to handle and maintain confidential information with the utmost care and professionalism

The **Director of Human Resources** supervises the Executive Assistant, HR Assistant, and other staff responsible for human resources and administrative tasks. Core job responsibilities include: maintaining oversight of daily human resources functions and forwarding the administrative and human resource goals of the organization; assuring the high-quality human resources and administrative functioning of the organization; managing and renewing employee benefits; developing and implementing personnel policies and procedure; maintaining oversight of personnel matters such as performance reviews, corrective action, and employee accommodations; ensuring compliance with all applicable state and federal laws and regulations related to human resources.

The successful candidate for the **Director of Human Resources** will have:

- a) Bachelor's Degree required, Master's Degree in relevant field preferred
- b) 3-5 years' experience in non-profit human resource administration
- c) Supervisory experience, preferred
- d) Experience providing education and training to employees related to human resources topics
- e) Substantial experience with benefits management
- f) Working knowledge of state and federal labor laws



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Please submit 1. **Resume** and 2. **Cover Letter** including views on domestic abuse to the following address: Hiring Committee, Partners for Peace P.O. Box 653 Bangor, ME 04402-0653 Or Via Email: [hiring@partnersforpeaceme.org](mailto:hiring@partnersforpeaceme.org); Applications will be reviewed as they are received and positions will remain open until filled. No telephone calls, please. Submissions received without all requested documents will not be considered. Full job descriptions will be made available to candidates at the time of interview.

Partners for Peace is an Equal Opportunity Employer, 2021

*Partners for Peace proudly celebrates all unique identities including, but not limited to; Black and Indigenous people and all people of color; women (trans and cis), intersex people, non-binary people, and men (trans and cis); young people and elders; poor and working-class people; people with disabilities; people with chronic mental health conditions; lesbian, gay, bisexual, asexual, pansexual people, and all others under the Q+ umbrella; monogamous and polyamorous people; immigrants and people with limited or no English proficiency; housed or unhoused people; and people of all faiths and traditions, no matter wealth, ability, intellect, sobriety, social status, or appearance. We acknowledge that this list is not all inclusive and will change as our knowledge grows.*