



Executive Director Position Announcement

August 4, 2025

To apply, please click [HERE](#).

**Applications requested by September 2, 2025
and accepted until the position is filled.**



The Opportunity

Pender Adult Services, Inc. (PAS), a non-profit serving Pender County, North Carolina, seeks a strategic, empathetic, and experienced leader with a proven history in nonprofit management to serve as its Executive Director. The Executive Director will have operational oversight of all the programs and services offered at its sites and the community at large. Pender Adult Services offers a wide range of group and individual activities and services tailored to the needs and interests of older adults, their families, and caregivers in our community. Pender Adult Services also serves as a resource for the community at large, with services that include a community fitness center, community transportation for any person with a disability (ADA) through the PAS-TRAN system, Meals-On-Wheels provider, congregate meals, aging case management, and home care programs. Programming and services include activities, classes, services, and information assistance designed to promote healthy and fulfilling lives for residents of Pender County.

The ideal candidate is a self-starter who will collaborate closely with the Board to shape and develop the Executive Director role for the next chapter, following a transformative 36-year tenure of the outgoing leader. This leader will refine, create, and implement standardized protocols to support strategic alignment and operational excellence, while enhancing the organization's visibility and community engagement to facilitate long-term sustainability and growth. The Executive Director will work in partnership with the Board and a passionate, dedicated staff to carry out these efforts.

The Organization

Pender Adult Services is an agency dedicated to providing tailored solutions for each special and unique client. In addition to providing essential life support services, PAS offers programs that enhance the quality of life and promote a sense of well-being and joy. The core objective at Pender Adult Services is to ensure that our community's mature adults not only live longer but also enjoy a life that is rich in satisfaction, stimulation, and social connection.

PAS offers two convenient locations: Heritage Place Senior Center and Fitness Fusion, our fitness and wellness center in Burgaw, NC, and Topsail Senior Center in Hampstead, NC

Services and Programs include Aging Case Management, Home Care Programs, Home Delivered Meals, Congregate Meals, Fitness and Wellness, PAS-TRAN, Senior Center Programming, and the PAS Travel Club.

Overview of Services and Programs

Aging Case Management: A comprehensive service for its clients of all ages, enabling them to manage multiple agencies with diverse requirements and vocabularies.

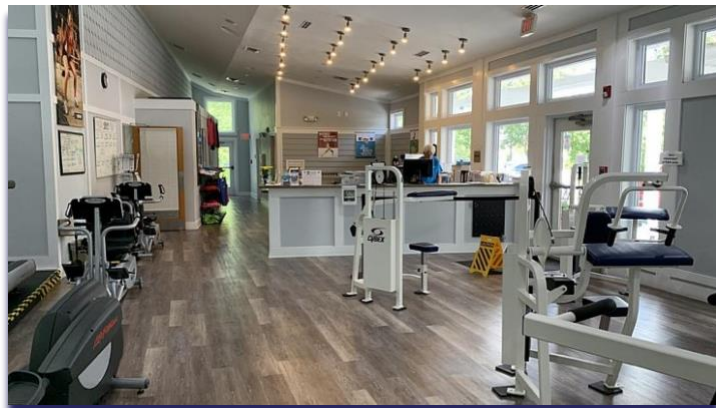
PAS-TRAN: General transportation for Pender County residents is housed at Pender Adult Services in collaboration with NC DOT. Riders 18 or older are eligible for its services for medical, shopping, employment, and other destinations.

Home Delivered Meals: Pender Adult Services manages the Pender County Meals on Wheels program, along with offering group meals at both of our senior centers.



Home Care Programs: Assisting clients with the daily living tasks that have become difficult, such as shopping, meal preparation, personal care, or light housekeeping. We remove some of the burdens to leave room for self-sufficiency and self-confidence.

Fitness and Wellness: Adjacent to Heritage Place, in Burgaw, our fitness and wellness center at Fitness Fusion offers a variety of state-of-the-art cardio-vascular and strength training equipment, group fitness classes, and an outdoor walking and fitness trail. Classes are offered both in person and virtually for all ages.



You can learn more by visiting: <https://www.penderpas.com/>

The Position

Under the direction of a 12-member Board of Directors, the Executive Director will lead the PAS team in the planning, implementation, development, and supervision of home care services, Fitness Fusion gym, PAS-TRAN transportation program, congregate and home delivered meal program (Meals on Wheels), prescription assistance, wellness services, senior volunteer programs, and two senior centers based in Pender County.

The Executive Director leads a team of six direct reports, encompassing an overall team of 85 employees, with 150 volunteers to ensure the provision of essential services daily, safely, and effectively.

The ideal Executive Director will be a strategic, critical, and creative thinker capable of guiding the organization to proactively advance its mission of helping senior adults lead independent and active lives, as well as be a resource for the county related to transportation and wellness. The Executive Director will serve as a vocal advocate on behalf of our senior adults, be a sought-after partner among community organizations, and demonstrate strong expertise in fundraising. In addition, the Executive Director will bring authentic interpersonal relationship skills, as well as a level of empathy, to each of the clients, partners, and staff. A self-starter with a deep understanding of the nonprofit landscape will enable the Executive Director to succeed in this role. An understanding of running a multi-pronged program organization under one umbrella will be key to long-term success.

The Location

Nestled in the heart of Pender County, Burgaw is known for its friendly people and picturesque surroundings. Burgaw boasts a rich history, ample economic opportunities, and a host of other charms, including its historic downtown filled with Gothic Revival and Queen Anne Style homes. Recognized for its agricultural contributions, particularly blueberries, Burgaw hosts the annual NC Blueberry Festival.

Burgaw is located 25 minutes west of Wilmington's ILM International Airport, the University of North Carolina at Wilmington, and the surrounding area beaches. Three major highways run through it: Interstate 40, NC Hwy 53, and US Hwy 117, providing several avenues to a variety of shopping and fine dining restaurants.





Our Topsail Senior Center is in Hampstead, North Carolina. Hampstead is located between Scotts Hill and the beach communities of Surf City and Topsail Island. Once a small fishing village and whistle stop on the Atlantic Coast Line Railroad, Hampstead is one of the fastest growing areas in the state as more people flock to the coast for easy living on our waterways, creeks, and golf courses.

Core Responsibilities

The Executive Director will partner with the Board of Directors to guide the organization's strategic direction, providing both high-level leadership and hands-on management to ensure operational excellence. Primary responsibilities include:

Leadership

- Provide consistent value-driven leadership that promotes a culture of collaboration, continuous growth, and professionalism among staff and volunteers.
- Exemplify Pender Adult Services mission and values in all aspects of management, promoting transparency, accountability, and evidence-based decision-making.
- Build and oversee the strategic planning process across annual priorities and long-term growth initiatives to advance the organization's mission and sustainability.
- Effectively delegate responsibilities while maintaining a hands-on approach when necessary.
- Provide leadership that reflects the highest standards of fiduciary responsibility, ethical conduct, and organizational integrity.



Staff Management

- Set clear expectations, build trust, and delegate responsibilities effectively to ensure that employees and volunteers understand their roles and responsibilities and fulfill them accordingly.
- Ensure that comprehensive HR strategies are in place to recruit, develop, evaluate, and retain a high-performing and diverse staff.
- Lead and support staff development by ensuring access to tools, resources, mentorship, and continuous professional development and learning opportunities.
- Maintain a cost-effective organizational structure that supports the activities and services that respond to the needs of our clients in Pender County.
- Promotes collaboration across teams with Pender Adult Services partners in Burgaw, Hamstead, and the surrounding area.

Financial and Operational Oversight

- Ensure organizational compliance with all applicable laws, regulations, and policies throughout the organization, thereby maintaining a safe and secure environment for staff, volunteers, older adults, caregivers, and visitors.
- Formalize policies and procedures, generate additional documentation as needed, and ensure all staff and volunteers receive up-to-date training, especially as it pertains to safety and emergency preparedness.
- In consultation with the Board's finance and executive committees, develop a realistic annual operating budget and actively monitor performance to ensure long-term financial viability of the organization.
- Conduct regular program evaluations and leverage financial insights to guide strategic decision-making and resource allocation.
- Oversee all grants and restricted funding, ensuring programs are delivered as promised, outcomes are tracked, and reporting is timely and accurate.
- Optimize the use of operating capital to achieve the organization's mission.

Fundraising and Resource Development

- Build and foster positive relationships with individual donors, local businesses, government entities, and philanthropic and foundation leaders to generate support for Pender Adult Services programs.
- Identify and pursue new grant funding opportunities to support the organization's programs and strategic priorities by conducting prospect research, developing compelling proposals, and submitting applications in a timely way.

- Lead fundraising initiatives that diversify income streams and strengthen financial sustainability.
- Identify new revenue sources through creative partnerships and business development opportunities.
- Engage with key donors through outreach, making donor calls, and stewarding relationships.

Community Relations

- Seek out innovative partnerships with other civic and community groups to meet the needs of our older adults and their caregivers.
- Function as a liaison with state departments to coordinate Aging and Transportation Programs, including the development and oversight of the agency's budget for these services.
- Ensure that all contractual deliverables are met while maintaining transparency and accountability in community partner relationships.
- Serve as the chief liaison with partner agencies, fostering strong collaborative relationships to support organizational goals.

Board Relations

- Maintain a strong and transparent working relationship with the Board, ensuring open communication regarding financial, programmatic, and impact performance metrics.
- Support the Board in its recruitment of diverse, highly qualified members, assisting with financial development initiatives, and in its ongoing committee work.
- Facilitate and serve as a resource for any Board-driven short or long-range planning initiatives.
- Cultivate a trusting relationship between the Board and staff by translating strategic direction into clear operational priorities and facilitating a shared understanding of roles and responsibilities.
- Provide regular and concise reports to the Board to ensure a transparent flow of operating and financial information.

Required Attributes, Skills, and Qualifications

The Executive Director must be deeply committed to the organization's mission of responding to the needs and interests of the county's older adults and agency clients. They should be prepared to lead both strategically and operationally, collaborating closely with staff and stakeholders to ensure the mission is conducted in day-to-day operations. The Executive Director must possess a variety of attributes, including the following:

Education and Experience

- Bachelor's degree in business, Public Administration, Social Work, Health Care, Gerontology, or related field; supplemented by coursework in business or accounting. A master's degree is preferred.
- Minimum of four years of experience working with the elderly adult population, including home care services; or an equivalent combination of relevant training and experience.
- Knowledge of Older Americans Act (Title III and HCCBG grant programs) funding, Medicaid/Home Care, standards and guidelines, and related state and federal policies.
- Demonstrated success in leading initiatives that achieve operational excellence.
- Proven ability to lead and develop a motivated and talented team by setting clear expectations and delegating workflow effectively.
- Demonstrated success in financial resource development, including cultivating and soliciting major contributions/grants, growing earned revenue, and driving organizations to financial sustainability.
- Demonstrated experience in strategic planning and execution.
- Extensive fiscal management acumen, with strong experience in budgeting, forecasting, and financial reporting.
- Established community connections or the ability to quickly develop them, with a talent for forming strategic alliances and identifying shared resources to support organizational goals.

Additional Preferred Qualifications

- Demonstrated a strong understanding of and a commitment to a collaborative, all-hands-on-deck approach to achieving organizational success.
- Experience serving as the primary spokesperson for an organization with the ability to motivate and engage diverse audiences, including corporate executives, government officials, civic groups, faith-based organizations, and community stakeholders.

- Skilled in negotiation and collaboration, with a proven ability to develop and maintain effective partnerships, and an understanding and commitment to community-based collaboration.
- Exceptional interpersonal and communication skills, both written and verbal.
- Humble and empathetic individual with the ability to seek feedback and take initiative in pursuing continued personal and professional growth.
- Flexibility, the ability to pivot quickly when circumstances change, maintain focus under pressure, and balance multiple priorities with composure and empathy.
- Experience managing emotionally demanding environments and resolving conflict constructively to maintain a healthy and productive environment.
- Successful history building infrastructure that promotes staff well-being, prevents burnout, and supports long-term staff engagement and retention.

Schedule and Location

- Full-time, salaried position expected 40+ hours per week.
- Hours are 9:00 am - 5:00 pm, Monday - Friday, with the ability to respond to emergencies or time-sensitive matters on evenings and weekends, as necessary.
- Ability to accommodate early-morning or after-hours meetings due to donor schedules.
- Office space will be available on-site at the Burgaw location of Pender Adult Services.
- ADA-compliant office setting.
- Regular local travel is required; one must have a clean driving record and the ability to drive a personal vehicle for work-related activities.
- In-person position.

Compensation

Pender Adult Services is committed to attracting an extraordinary leader for this position through a compensation package that includes a salary in the range of \$115,000 to \$120,000. Benefits include, but are not limited to, health insurance, dental insurance, short-term disability, long-term disability, vacation time, sick leave, paid holidays, and 401(k) participation.

Equal Opportunity Employer Statement

Pender Adult Services, Inc. provides equal employment opportunities to all employees and applicants for employment. Pender Adult Services prohibits discrimination and harassment of any type and makes all employment decisions without regard to race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, status with regard to public assistance, disability, sex, age, or any other characteristic protected by applicable law.

To Apply: Please submit a cover letter and resume by September 2, 2025, by applying [HERE](#). Applications will be accepted until the position is filled.

Questions: PASsearch@mossandross.com

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