

EMPLOYMENT OPPORTUNITY

TOWN OF WAKE FOREST | NORTH CAROLINA



Wake Forest, North Carolina, invites your interest in the position of *Center for Active Aging Director*



POSITION CLOSES: MARCH 23, 2026

- » Are you a relationship-focused leader who can build trust with staff, members, and community stakeholders during times of change?
- » Can you guide an organization through transition while balancing community expectations, evolving service needs, and being a strong advocate for senior needs?
- » Do you bring the emotional intelligence, communication skills, and political awareness needed to lead a highly visible and community-centered program?

If so, the Town of Wake Forest, NC, a fast-growing Capital City suburb, invites you to apply for its **Center for Active Aging Director**. The **Director** is a visible, communicative, and empathetic leader who will guide the Center through continued transition following the Town's assumption of operational oversight and leadership restructuring. The ideal candidate is someone who can build trusted relationships, support staff stability, and help align the Center

within the Town's municipal framework while honoring its history and strong community ties.

Experience working in senior centers or older adult services is beneficial, particularly for someone ready to grow the Center, expand access to resources, and build upon existing programs and services to meet the evolving needs of Wake Forest's senior population.

About the Organization

The six-member Wake Forest Town Board, which operates under the Council/Manager form of government, is passionate about preserving Wake Forest's vibrant, diverse, and welcoming community, which fosters its distinct character, thriving economy, and high quality of life. The town's nearly 500 employees, which include part-time and seasonal staff, work collaboratively to fulfill its mission and strategic goals—as outlined in its [2026-2027 Strategic Plan](#). All organizational staff are committed to upholding the town's core values of *caring, commitment, character, collaboration, and innovation*.



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Wake Forest holds a AAA bond rating, has received multiple GFOA awards, and has a [2025-2026 FY budget of \\$139.2M](#). The town prides itself on community engagement and offers multiple ways for community members to become involved and stay informed, from eight Advisory Boards and Commissions to state-of-the-art communication tools such as mobile apps, e-newsletters, a TV channel, and neighborhood social media options, as well as a Citizen's Academy. Additional information about the town can be found [here \(https://www.wakeforestnc.gov/\)](https://www.wakeforestnc.gov/). The Town's organization chart can be found [here](#).

About the Center and Position

The Wake Forest Center for Active Aging (WFCAA) is a community facility operated by the Town of Wake Forest that provides programs, services, and social opportunities for adults age 55 and older. Guided by its mission of enhancing lives through community, connection, and wellness, the Center offers a variety of fitness classes, creative programs, educational workshops, support groups, and social events designed to keep older adults physically active, socially connected, and mentally engaged. Formerly known as the Northern Wake Senior Center, the [WFCAA was renamed in 2025](#) to reflect a positive, active approach to aging while fostering lifelong learning, independence, and meaningful community involvement. Learn more about the WFCAA [here](#).

Reporting to an Assistant Town Manager, the **Wake Forest Center for Active Aging Director** develops, supports, controls, and administers a [budget](#) (see pages 121-123) of approximately \$650,000 and supervises two direct reports—the

Community Engagement Manager and Program Manager—while leading a team of five full-time and three part-time staff, as well as 15 volunteer positions. The Director oversees the facility's daily operations, ensuring high-quality programs, services, and facility management that support a diverse, growing, and evolving senior population. Key responsibilities include planning, organizing, scheduling, and occasionally leading educational, recreational, and wellness programs; maintaining accurate records related to demographics and service delivery; conducting long-range planning; supporting development of the WFCAA's master plan; and preparing reports for Town leadership and annual reporting requirements. In addition to the budget, the **Director** oversees grant proposals and reporting and administers the department's overall financial operations, including expenditures, payroll, fees and charges, purchasing, and maintenance of accurate financial records.

Key Position Priorities

- » Enhance existing and build new relationships across staff, seniors, Town leadership, and community partners by serving as a visible and engaged bridge builder who restores confidence through transparency, presence, and consistent follow-through.
- » Champion collaborative communication, active listening, and engagement by optimizing regular, transparent, clear and consistent messaging to ensure staff and members feel heard, informed, and included in decisions that affect them.
- » Lead the continued transition to Town governance by guiding the shift from nonprofit operations to municipal oversight; reinforce appropriate governance



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boundaries, clarify roles and reporting structures, support staff stability, manage community expectations, and help rebuild trust within a highly engaged and vocal membership base.

- » Align the Center as one unified team by thoughtfully integrating municipal policies and procedures while providing steady leadership during ongoing transition; stabilize operations, navigate highly engaged stakeholders, and maintain a positive and welcoming member experience.
- » Energize the Center's community spirit and participation through strategic collaborations and an expanded array of dynamic offerings tailored for today's active senior population.

Minimum Qualifications

- » Bachelor's degree in a field related to gerontology, social work, public administration, business administration, community organization, recreational administration, human relations, or a related field, and three years of work experience in social services or a combination of at least two years of college education and experience in the applicable field.
- » A working familiarity with the active adults' community network, resources, and state and local laws, practices, and regulations regarding human service programs.

SPECIAL REQUIREMENTS

- » Possession of a valid North Carolina driver's license.
- » Obtain and maintain First Aid, CPR, and AED certifications within six months of hire.

The Successful Candidate

- » Builds a strong sense of community within the Center and strengthens relationships between the Center, community partners, and the broader region and state;
- » Demonstrates passion, empathy, and genuine investment in the senior population and all aspects of aging services;
- » Brings strong technical and financial management skills to administer the budget, make cost-conscious decisions, and manage programs efficiently and responsibly;
- » Serves as a visible presence and spokesperson for the Center, committed to people and relationships, not just the building;
- » Listens first before taking action, creating space for staff and members to feel valued and engaged in shaping the future;
- » Shows resilience and emotional intelligence, remaining steady under public pressure and comfortable leading when decisions may be unpopular;
- » Balances empathy for seniors with adherence to municipal processes, establishing respectful but firm boundaries when needed;
- » Demonstrates political awareness and the ability to navigate highly vocal stakeholders, elected officials, and local government dynamics;
- » Uses conflict resolution and de-escalation skills to manage strong personalities and support a collaborative team environment;
- » Collaborates closely with existing staff, supporting the transition from a nonprofit culture into a municipal system while fostering shared learning and mutual respect;



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- » Encourages creative and dynamic programming through partnerships, including collaboration with community organizations and regional venues such as the Renaissance Center;
- » Maintains an active presence beyond the Center's walls by participating in regional and state conversations related to aging services and human services;
- » Understands the human services landscape and helps connect seniors with the right resources and support; and
- » Demonstrates a long-term commitment to stability, trust-building, and sustained growth for the Center and the community it serves.

About the Community

Located in Wake County, just north of Raleigh and part of the Research Triangle region, the Historic Town of Wake Forest has a thriving, walkable downtown that features many local restaurants and shops. The original location of Wake Forest University, Wake Forest is now home to the Southeastern Baptist Theological Seminary and features Wake Forest Reservoir, a 50-acre lake. The town's 55,000 residents enjoy a high quality of life, beautiful parks and greenways, and abundant recreational opportunities. Wake Forest is regularly recognized as one of the best places to raise a family, get an education, do business, and retire. Despite experiencing significant growth like all municipalities in Wake County, Wake Forest is committed to maintaining its small-town charm and unique identity.

In the heart of downtown, the [Wake Forest Renaissance Centre](#) is the town's premier cultural arts and event venue, the purchase of which was part of the town's significant investment in

its downtown municipal district. Also known as the Renaissance District, this area encompasses 220 acres. The town's international flavor and rich heritage come to life in its cultural and historical attractions.

Wake County and its communities have received national and international rankings and accolades from publications such as *Money*, *Fortune*, and *Time* magazines as one of the best places to live and work. Its world-class healthcare, higher education, public school system (the largest in the state), and variety of entertainment provide ample opportunities for Wake Forest residents. Wake Forest boasts easy access to many points of interest, including Raleigh-Durham International Airport and Research Triangle Park. With its temperate climate and easy accessibility to the mountains of North Carolina and Atlantic Ocean beaches, the Town of Wake Forest provides residents with the best of both worlds. Click [here](#) to learn more about what makes Wake Forest a great place to live, work, and visit <https://www.wakeforestnc.gov/communications/wftv-10/wftv-10-videos/discover-wake-forest>.

Salary & Benefits

The salary range for this classification is \$100,342–151,516. The hiring range is \$100,342–107,000. Base salary and compensation are negotiable within the hiring range based on experience and qualifications. Information about benefits can be found [here](#) (<https://www.wakeforestnc.gov/human-resources/benefits>).

TO APPLY

Please visit <https://www.governmentjobs.com/careers/developmentalassociates> and click on the **Wake Forest Center for Active Aging Director – Town of Wake Forest, NC**, title.



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EMPLOYEE OFFERED BENEFITS

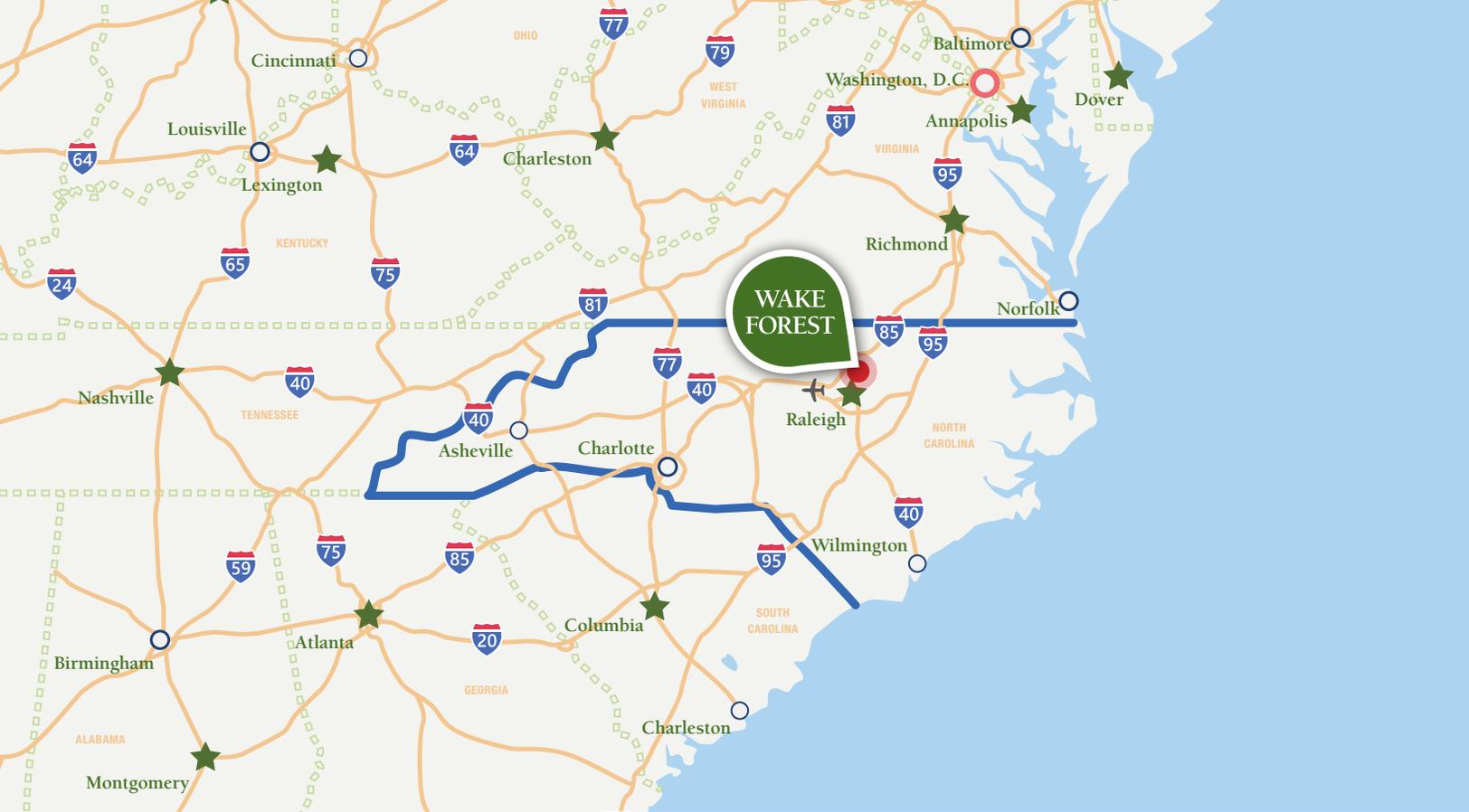
Health Insurance
 Dental Insurance
 Vision Insurance
 Life Insurance
 Short Term Disability
 Long Term Disability
 Local Government Employee's Retirement System
 401 (k) Retirement
 NC 457 Retirement Plan
 Employee Assistance Program (EAP)
 Flexible Spending Account
 Supplemental Insurance
 NC 529 Plan
 Local Government Federal Credit Union (LGFCU)
 Merit Increases
 Holidays and Vacation
 Sick Leave
 Paid Parental Leave
 Paid Elder Care Leave
 Floating Holiday
 Tuition Assistance
 Wellness Program
 Pet Insurance
 Gym Membership Discounts

- » All applications must be submitted online via the Developmental Associates application portal (link above) – NOT the Town's employment application portal or any other external website.
- » Resumes and cover letters must be uploaded with the application.
- » Applicants should apply by **March 23, 2026**, to be considered during the first round of reviews.
- » The hiring team will invite successful semi-finalists to participate in virtual interviews and skill evaluations on **April 21-22, 2026**. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate.
- » Direct all *inquiries* to hiring@developmentalassociates.com.

The Town of Wake Forest is an Equal Opportunity Employer. Developmental Associates, LLC manages the recruitment and selection process for this position.

To learn more about our selection process, visit <https://developmentalassociates.com/client-openings/>, select "Client Openings," and scroll down to "Important Information for Applicants."





Town of Wake Forest
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wakeforestnc.gov

