LIFE EXPERIENCES

EXECUTIVE DIRECTOR

Position Announcement | Cary, North Carolina

Position	Full-time Executive Director reporting to the Board of Directors
Work arrangement	Flexible hybrid / remote with an active in-person community presence
Compensation	Salary range: $55,000 to $70,000 annually. Salary commensurate with experience.
Benefits	401(k); additional benefits, including health insurance, are negotiable

POSITION OVERVIEW

Life Experiences is a nonprofit serving adults with intellectual and developmental disabilities by expanding access to day programs, camps, and other experiences that support independence, connection, and quality of life.

Life Experiences seeks a collaborative, mission-driven Executive Director to lead the organization's next chapter through fundraising, program leadership, operations, and community engagement. Working with the Board, the Executive Director will provide hands-on leadership across these areas while helping build the systems and relationships needed for continued growth.

This is a hands-on leadership role with significant autonomy and flexibility. The Executive Director will initially work independently without direct reports, with routine bookkeeping and accounting outsourced. This structure provides meaningful latitude to build fundraising programs, strengthen donor and community relationships, develop partnerships, and establish practical systems that support the organization's continued growth and sustainability.

The position offers significant scheduling and remote-work flexibility; however, the Executive Director is expected to maintain an active presence in the community and regularly meet in person with families, donors, partners, and other stakeholders. Based in Cary, the role will require participation in programs, outreach, meetings, and events throughout the Triangle, including occasional evening and weekend commitments.

KEY RESPONSIBILITIES

Fundraising, Development & Community Engagement

- Build and lead a strategic, balanced fundraising program that includes annual giving, donor acquisition and retention, stewardship, sponsorships, grants, major gifts, and community partnerships.
- Develop and steward meaningful, long-term relationships with current and prospective supporters, including individual donors, businesses, foundations, civic groups, sponsors, and community partners.
- Maintain an organized system for donor and prospect outreach, follow-up, engagement tracking, and pipeline development, using practical tools appropriate to the organization's size and needs.
- Leverage the annual golf tournament and other community events to expand the organization's network, introduce new constituents to Life Experiences, deepen existing relationships, and create opportunities for future philanthropic support.

- Serve as a visible champion for Life Experiences throughout the Triangle, clearly communicating the organization's mission, impact, and vision and showing how philanthropic support advances scholarships and programs.
- Develop donor communications and appeals that connect specific levels of giving to meaningful program impact and support a consistent annual fundraising and stewardship cycle.
- Provide the Board with regular, data-informed updates on fundraising results, donor retention, pipeline development, relationship activity, and progress toward agreed-upon goals.
- During the first year, build a strong major-gift pipeline and work toward securing approximately four to six leadership-level gifts or multi-year commitments. The Board will set the major-gift threshold based on the donor base and fundraising maturity.

Organizational Leadership & Strategy

- Provide strategic leadership for the organization in a manner that reflects its mission and values, partnering with the Board to establish priorities and advance short- and long-term organizational goals.
- Identify practical ways to expand community impact, strengthen programs, increase charitable support, and position the organization for long-term sustainability.
- Monitor organizational progress and provide the Board with timely updates on key priorities, emerging risks, opportunities, and recommended actions.

Program Administration & Constituent Relations

- Oversee the scholarship program from application through approval, recordkeeping, and communication with participants, ensuring a thoughtful, consistent, and well-organized experience for applicants and recipients.
- Build and maintain trusted relationships with adults with intellectual and developmental disabilities and with the families, providers, and community partners who support them, approaching sensitive conversations with professionalism, empathy, and sound judgment.
- Evaluate programs and constituent needs regularly and recommend strategic, practical opportunities for improvement, growth, and increased community impact.

Board Relations, Financial Oversight & Operations

- Serve as a key partner and advisor to the Board of Directors, support sound decision-making, and assist with monthly meetings, follow-up work, recruitment, onboarding, and governance responsibilities.
- Monitor organizational financial performance against the approved budget and coordinate financial reporting, cash flow oversight, and internal controls with the Treasurer and outside accounting providers.
- Oversee essential organizational operations, coordinate outside vendors and professional service providers, and maintain the organization's key records, policies, contracts, calendars, and operating procedures.
- Stay informed about emerging issues, trends, and resources affecting adults with intellectual and developmental disabilities, philanthropy, and the nonprofit community throughout the Triangle.

QUALIFICATIONS

- Bachelor's degree from an accredited college or university.
- Progressive experience in nonprofit leadership, fundraising, program management, community engagement, or a related field.
- Demonstrated success building and stewarding relationships with donors, families, community partners, and Board members.
- Exceptional written, verbal, and interpersonal communication skills, with the ability to serve as a compelling ambassador for the organization and articulate its mission and impact.
- Strategic and entrepreneurial mindset, with the ability to work independently, exercise sound judgment, identify opportunities, build practical systems, and drive results.
- Ability to balance relationship-building and storytelling with measurable goals, organized follow-up, and data-informed decision-making.
- Ability to read budgets and financial reports, use common office and fundraising technology, and attend occasional evening or weekend meetings and events.

- Strong organizational skills and the ability to manage multiple priorities in a flexible, community-focused environment.

Preferred

- Experience working with adults with intellectual or developmental disabilities.
- Hands-on fundraising experience, particularly in annual giving, major gifts, grants, sponsorships, donor stewardship, or donor pipeline development.
- Familiarity with scholarship or community programs, nonprofit Boards, or disability and community resources in Wake County and the greater Triangle.

HOW TO APPLY

Interested candidates should submit:

- A resume or curriculum vitae (CV).
- A cover letter describing their interest in Life Experiences and the experience they would bring to the role.

Applications will be reviewed as received, and qualified candidates will be contacted.

Please direct all correspondence to: applicants@lifeexperiences.org

Employment is contingent on satisfactory professional reference checks and a criminal background check, along with any other screening required by the Board of Directors.

Equal Opportunity: Life Experiences provides equal employment opportunities without regard to any status protected by applicable law.