



FLOWING WELLS EDUCATIONAL FOUNDATION JOB DESCRIPTION

JOB TITLE:	EXECUTIVE DIRECTOR (FLOWING WELLS EDUCATIONAL FOUNDATION)
REPORTS TO:	FWEF Executive Board
FLSA STATUS/CLASSIFICATION:	Non-Exempt or Exempt
SUPERVISORY DUTIES:	None
APPROVED ON:	04/13/2026
PAY RATE:	\$28-\$32/hour (Commiserate with experience. Average 5 hours per week.)

SUMMARY:

Serves as an Executive Director for the Flowing Wells Educational Foundation (FWEF) under the direction of the FWEF President, assisting with coordination of FWEF communications, alumni engagement, compliance, fundraising, outreach, and events.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Work independently with minimal supervision
- Responsible for production and distribution of FWEF communications.
- Responsible for maintaining alumni database and assists with ongoing engagement of alumni.
- Responsible for developing and maintaining compliance documentation.
- Lead fundraising efforts and effectively communicate, with appropriate documentation, of FWEF finances.
- Oversee outreach activities and other FWEF events; including oversight of scheduling, set up of event space, coordination of custodial and food services, coordination of community partners, payment of vendors, etc.
- Maintains digital office space in a professional, efficient, and organized manner.
- Completes correspondence, reports, and related material including thank you communications.
- Attends networking meetings with other non-profits and is responsible for the continual growth of the Foundation.
- Maintains accurate and accessible financial documentation, including account balances, monthly budget reports, yearly tax filings, yearly budget setting with the Board, and projections for overall financial obligations of the Foundation.
- Assists with special projects including but not limited to the annual festival fundraising event.
- Responsible for the preparation of grants, outreach, and fundraising.
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to communicate effectively verbally and in writing.
- Skills in administrative and technology applications to include Microsoft Office suite, videoconferencing, and Google DOCS.
- Ability to support the operational specialist position.
- Ability to deal effectively with matters of confidentiality.
- Ability to coordinate a variety of activities for FWEF.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with FWEF leadership and members, alumni, staff, students, parents and community members.
- Knowledge of applicable Federal and State laws, procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.
- Skills in time management for a flexible work schedule.



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QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- A high school diploma or equivalent.
- Bachelors degree preferred
- Two years of college training preferred

Computer Proficiency: Demonstrated general proficiency in computer programs, including Microsoft Outlook, Word, Excel, Canva, and PowerPoint.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit and occasionally stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

WORK ENVIRONMENT:

Digital office environment. This position regularly works from home except for occasional meetings and events. Will have contact with employees, external agencies and the public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.