



Foundation for Water and Energy Education Employment Opportunity

Position: Executive Director

Organization: Foundation for Water and Energy Education (www.fwee.org)

Location: Northwest

Job Type: Executive Director

Rate: \$25,000 per year, no benefits

Annual Time Commitment: 400 – 500 hours per year (.25 FTE)

Position Open Until Filled

Organizational Overview

The Foundation for Water and Energy Education (FWEE) is an independent non-profit organization committed to providing balanced information regarding the use of water as a renewable energy resource in the Northwest (Washington, Oregon, Idaho and western Montana). www.fwee.org

Hydropower, which provides about 50% of the Northwest's electricity and 80% of the region's renewable power, is central to meeting the Northwest's economic, environmental, and societal needs. Climate change and goals to reduce carbon dioxide omissions place even more emphasis on the importance of hydropower, as does hydropower's ability to provide electricity when renewable resources like solar and wind are not available due to weather conditions.

FWEE's web site, print materials, electronic newsletter, social and digital media, training, and other resources provide teachers, students, opinion leaders, and other stakeholders with in-depth, balanced knowledge about the role hydropower plays in our quickly evolving power generation future. Our outreach includes how hydropower is generated, its unique role in meeting our region's power needs, how it complements and works with other resources, new innovations and technologies, environmental protection and more!

Position Description

The Executive Director reports to FWEE's Board of Directors. The ideal candidate will be deeply committed to hydropower as a renewable resource, maintaining and developing relationships across the industry and with key groups such as K-12 educators. The candidate will also be comfortable working with program development, managing consultants/contractors, distributing materials, and coordinating events. Additional administrative support, e.g.—accounting, will be provided as needed.

The Executive Director reports to the FWEE Board. Responsibilities include:

- *Provide general administration to FWEE. This includes:*
 - *Be the authorized legal representative.*
 - *Prepare annual and program budgets for board approval.*
 - *Maintain insurance certificates, financial accounts, and records, including actions required to meet fiduciary and legal responsibilities.*
 - *Facilitate Board and other meetings necessary to conduct business.*
 - *Conduct, plan and oversee implementation of activities, including reporting.*
 - *Identify grants, partnerships, and other revenue to help sustain or expand activities.*
 - *Maintenance of all databases, including rosters and the electronic newsletter mail list.*
 - *Develop and/or order print materials, digital media, equipment, and other materials necessary for the general maintenance of FWEE activities.*
 - *Respond to requests for information.*

- *Creation and posting of social/digital media as well as electronic newsletters. This includes implementation of the Hydro Appreciation Campaign.*

- *Develop, update, and distribute print materials, e.g.—Following Nature’s Current and Northwest Sources of Electricity Activity Book.*

- *Convene K-12 teacher training, STEM Academy and other events. This includes program development, registration, promotion, and implementation.*

- *Maintain FWEE website. This includes:*
 - *Registration and maintenance of URL and web hosting site*
 - *Updating and maintaining content*
 - *Development of graphics and other resources for the site*
 - *Programming, reporting, and maintenance*

- *Process orders from FWEE on-line store and specific member requests.*

- *Other Duties as Assigned*
 - *As opportunities and requisite funding arise, the Board may increase the scope of Executive Director activities and compensation.*

Required Qualifications

- A commitment to FWEE's mission and message.
- A bachelor's degree (*business administration, nonprofit management, communications, or similar field*) and three to five years of relevant experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.
- Demonstrated project management and time management skills; demonstrated ability to operate independently, prioritize, and accomplish complex initiatives within deadlines and budgets.
- As needed, ability to manage writers, web and graphics designers, database management, accountant/bookkeeper, curriculum developers, printers, video producers, and other vendors needed to carry out organizational and program activities.
- Adaptable work style, with the demonstrated ability to learn quickly and to work with a variety of topics and people.
- Proven analytic abilities, using problem solving skills to proactively research and resolve questions, discrepancies, and inconsistencies.
- Demonstrated excellent written and verbal communication skills.
- Demonstrated ability to communicate successfully with stakeholders at all levels throughout a complex, diverse organization. Must have the ability to maintain confidentiality and use discretion.
- Proficiency in Microsoft Office (Excel, Word), Adobe products, and standard web interfaces.

To Apply: Via email or postal delivery, send cover letter and resume/qualifications to:

Foundation for Water and Energy Education
Attention: Andy Dunau
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