

Wellspring of Greenbrier is a trusted community nonprofit based in Rainelle, West Virginia, providing food, health advocacy and essential support to neighbors in need. Serving as both a day haven and a resource hub, Wellspring fosters dignity, hope, and connection for individuals and families across Greenbrier County and the surrounding region.

Position Summary

The Executive Director (ED) serves as the chief executive and public representative of Wellspring of Greenbrier, providing strategic leadership, effective management, and oversight of all programs, operations, and fundraising activities. The ideal candidate will be a compassionate and skilled relationship builder, capable administrator, and strategic thinker. The successful candidate will have deep compassion with a heart for people living on the margins and comfort with unpredictable situations. The candidate must be comfortable working with varied socio-economic strata. While our Neighbors share similar backgrounds, volunteers and donors reflect a broad spectrum of faiths, perspectives and experiences, united by their shared commitment to serving those on the margins.

Nestled in the heart of the Meadow River Valley, Rainelle, West Virginia offers small-town charm surrounded by stunning natural beauty. Located near the Greenbrier River and Monongahela National Forest, it's a gateway to outdoor adventure—hiking, kayaking, fishing, and biking are all within minutes. The community is warm and welcoming, with deep Appalachian roots and a strong spirit of service. Nearby Lewisburg, named one of America's "Coolest Small Towns," offers cultural amenities including live performances at Carnegie Hall, art galleries, and fine dining.

Key Responsibilities

(the list below is intended to be illustrative not complete)

1. Donor Relations & Fundraising

- Maintain and grow relationships with individual donors, churches, civic groups, and foundations.
- Conduct phone and email correspondence with donors, partners, and supporters.
- Lead donor site visits, tours, and mission/vision meetings.
- Manage fundraising campaigns (e.g., Hearts to Tables), donor lists, and advertising.
- Oversee donor database entries, ensure compliance with charitable giving regulations, and maintain accurate financial documentation.
- Write and manage grants; track reporting deadlines and submit required reports.

2. Board & Organizational Administration

- Be an integral part of the leadership structure, working closely with Board Chair, member and committees as well as other staff and ad hoc groups to develop strategy, policy and other matters.
- Work closely with the Board Chair to prepare meeting agendas, reminders, and committee updates.
- Ensure compliance with nonprofit governance, financial reporting, and state/federal filings (990s, WV Charities Division, Secretary of State, etc.).

- Provide regular updates to the Board on finances, operations, and strategic goals.

4. Financial & Operational Oversight

- Manage organizational budget, and oversee accurate accounting services.
- Supervise the Operations Manager and volunteers, ensuring smooth daily operations.
- Oversee facility maintenance and improvement projects with the Facilities Committee.

5. Program Leadership

- Support program delivery, including occasional pickup of food and supplies.
- Collaborate with staff and volunteers to ensure efficient, compassionate service delivery.
- Evaluate and guide overall mission of the organization.
- Coordinate efforts to develop a strategy to provide health-related services.

Qualifications

Minimum

- Five to ten years of working experience, a portion in leadership and operations roles.
- Experience and personal attributes applicable to resource development, legislative liaison, board relations and strategic planning.
- Demonstrated writing skills that can be adapted to grant writing, communication with WS publics and marketing activities.
- Bachelor's degree in nonprofit management, social work, business, or related field (or equivalent combination of education and experience).

Highly Desired

- 3 or more years of leadership experience in a nonprofit or community-based organization.
- Demonstrated success in grant writing, fundraising, and donor relations.
- Strong organizational and financial management skills.
- Proven ability to build relationships across diverse backgrounds and viewpoints.
- Excellent written and verbal communication skills.
- Commitment to compassionate, nonjudgmental service for marginalized populations.
- Experience in food distribution or hunger relief programs preferred.
- Experience in health service provision.

Please submit a cover letter, resume, and three references to **Wellspring of Greenbrier, PO Box 665, Rainelle WV 25962**. A background check will be required. Hybrid work schedule, health benefits and Paid Time Off are available. Position will remain open until filled.