



Job Announcement

Operations Director

The Keeper of the Mountains Foundation (KOTM) seeks a full-time, self-motivated, creative Director of Operations to work closely with Larry Gibson to develop and implement KOTM's strategic vision.

KOTM is a non-profit organization created to fund Larry Gibson's efforts to preserve and foster the values of mountain culture. KOTM supports Larry's ongoing efforts to tell the story of the destruction of the Appalachian Mountains and communities as a result of mountaintop removal.

Larry Gibson began organizing in 1985 to stop mountaintop removal and preserve his home place on Kayford Mountain. Now he educates thousands of people every year about the impacts of mountaintop removal and the history of the movement to end the destructive practice. He hosts students, journalists, celebrities and government officials at the educational park on Kayford Mountain where people witness mountaintop removal first hand, and he travels the country to speak at universities, churches, conferences and stockholder meetings.

We are at a critical moment in the fight to stop mountaintop removal, and demands on Larry's time are overwhelming. We are looking for a Director who can help take KOTM to the next level. This position is essential to coordinate and prioritize Larry's speaking engagements with ally groups and follow up with the thousands of new contacts Larry makes each year. This person will also build a base of financial support for Keeper of the Mountains Foundation to cover costs and this position's salary.

Larry Gibson is a full time volunteer. The Operations Director will be the first and only paid staff position in the organization and will report to the Board of Directors.

Responsibilities include:

- Follow-up with educational audiences and engage new volunteers
- Coordinate Larry's speaking engagements with ally organizations
- Build a sustainable and diverse base of financial support for KOTM
- Build and communicate with KOTM's email list
- Cultivate relationships with volunteers, allies, and donors
- Work closely on fund raising efforts with volunteers
- Write grants as appropriate and report to foundations
- Report monthly to the board



Keeper of the Mountains Foundation

The ideal candidate would possess the following qualities and skills:

Demonstrated Commitment to Environmental Issues

Very organized

Strong time management skills

Self-motivated and self-disciplined

Goal oriented

Able to focus on priorities amidst many demands

Excellent people skills

Very comfortable meeting new people and building professional relationships

Team player

Trustworthy

Knowledgeable about mountaintop removal

Development experience and history of success

Proficient at Microsoft word and excel

Database experience a plus

Location:

The educational park on Kayford Mountain is a cornerstone of the movement to end mountaintop removal in West Virginia. The preferred location for the Director of Operations would be in Charleston, WV, where our administrative work is currently based. The Director must have a reliable car and be available to meet regularly in Charleston and on Kayford Mountain. He or she must also travel to visit donors and occasionally accompany Larry on speaking tours in various locations across the country.

Salary:

Salary will be based on experience. All work-related travel will be reimbursed.

To Apply:

Email resume, cover letter, and 3 references (2 professional, 1 personal) to lynn.patricia@gmail.com no later than Wednesday, June 23 at 5pm.

Interviews will be scheduled for July 1 and July 2 in Charleston, WV.

Applicants are invited (not required) to attend the Keeper of the Mountains Festival July 3 on Kayford Mountain, WV.

KOTM is an equal opportunity employer.