



JOB POSTING

POSITION DESCRIPTION, EXECUTIVE DIRECTOR

POSITION SUMMARY:

Under the administrative direction of the President, of Montana Coal Council; to provide Council representation, involvement, and influence in various political and governmental activities in the State of Montana. This would include legislative, executive, administrative, and regulatory state governmental operations. Coordinate the Council's public affairs activities on state and local levels. Participate in Federal issues as directed by the executive committee. Schedule and organize an annual meeting and convention and a secondary annual supplier's meeting. Develop, implement, and carry out the necessary financial activities of the Council.

DUTIES AND RESPONSIBILITIES:

1. Be the "face" of the Montana Coal Industry during the regular, interim, and special legislative sessions by on-site representation. Present testimony before the various legislative committees on issues affecting the Montana Coal Industry.
2. Develop and coordinate a program for maintaining a favorable relationship with legislators, executive branch officials, and regulatory department individuals to facilitate a viable economic, governmental and regulatory climate.
3. Develop legislation as necessary seeking legislative sponsorship, and subsequent passage. Coordinate support from other affected parties.
4. Monitor, assess, and advise the membership of all proposed legislation, ongoing status, public affairs, and other political activities likely to affect the coal industry.
5. Engage and represent the Council, through membership in various professional and relevant industry organizations.
6. Establish and communicate a positive industry image to the public through speaking engagements, forums, and social media formats.
7. Develop an annual budget based on projected activities including office expenses, travel, entertainment, anticipated meetings, etc. Implement dues collection and Council financial accounting. Submit monthly financial statements to the council treasurer for approval.
8. Update the website with current articles and actions affecting the Montana Coal Industry. Distribute to the general membership, current legislators, and other interested parties. Develop and post relevant issues in an appropriate social media forum.
9. Maintain a relationship with the Montana Congressional delegation and staff. Participate in Federal issues as concurred by the executive committee.



10. Hold the annual convention and supplier's meeting, coordinating location, speakers, and events.
11. Coordinate and attend periodic "technical committee" meetings as necessary. (The technical committee is composed of individual representatives of the coal-producing members, generally discussing regulatory issues).
12. Conduct occasional mine tours for legislators. Showcasing modern coal mining techniques, award-winning reclamation, and regulatory oversight.
13. Manage the Montana COALPAC to include fundraising, candidate contributions, and reporting to the Commissioner of Political Practices.
14. Travel as necessary for an annual convention, supplier's meetings, technical committee meetings, and mine tours.

QUALIFICATIONS:

Formal training or degree in economics, political science, business administration, natural resource or related field equivalent to a four-year college degree. Previous experience in the legislative process either as an association director, agency representative, lobbyist, or legislator.

Advanced knowledge of legislative rules and procedures, as well as knowledge of many complex issues, regulations, and influences affecting the coal mining industry.

Requires exemplary communication skills to articulate Council positions before legislative committees, regulatory officials, the media as well as the public in general.

Please send your resume to Montana Coal Council* PO Box 1077 *Laurel, MT 59044 or electronically to jobposting@montanacoalouncil.org by July 22nd.

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