

# Manager of Strategic Partnerships and Engagement

**Reports to:** President

**General Summary:** The Utah Petroleum Association (UPA) is a growing statewide petroleum trade association representing companies involved in all aspects of Utah's oil and gas industry. We exist to serve our member companies and advance the responsible development of Utah's natural resources and manufacture of fuels that drive Utah's economy.

UPA is seeking a skilled, energetic Manager of Strategic Partnerships and Engagement to develop and implement growth strategies that build the membership, achieve the revenue goals of the Association and cultivate broad support for the state's oil and gas industry.

## **Job Description**

- Develop and implement a detailed strategy for identifying prospects, recruiting new members, retaining and upgrading existing members, raising sponsorship revenue, and generating funds for advocacy initiatives.
- Communicate the value proposition of the Association effectively with the different types of companies that form the membership, including operators, drilling companies, service companies, financial institutions, legal firms, and environmental consultants.
- Plan, promote and execute membership engagement including committee engagement, membership programming and networking opportunities and events, including crafting event sponsorships that deliver value to the sponsor while meeting the revenue goals of the event and Association.
- Provides regular communications to member companies about policy and advocacy work and other initiatives and value adds of the organization in cooperation with the UPA Communications Lead.
- Identify opportunities and various types of stakeholder groups to partner with to design and deliver community engagement initiatives in order to educate stakeholder groups and develop support for the oil and gas industry in the state.
- As part of a small dynamic team, be willing to engage and support where needed.

## **Preferred Qualifications:**

- The ideal candidate demonstrates proven strategic planning with prospect generation, lead management and a track record of closing deals.
- Experience planning and executing events.
- Previous experience in community engagement, education or advocacy.
- Minimum five, preferably ten years of business development and/or oil and natural gas industry experience.
- Ability to develop marketing collateral not a requirement, but a plus.

- Excellent communications skills and ability to effectively engage with executives, particularly as they relate to communicating with executives about the value proposition of joining the Association.
- Communicates clearly and effectively. Diplomatically and tactfully handles challenging or tense situations.
- Takes personal responsibility for quality and timeliness of work and achieves results with little oversight.
- Detail-oriented and organized thinker who can juggle multiple, competing priorities.
- Is open to new ideas and perspectives, actively works to identify new opportunities, comfortable working in a dynamic environment adapting to changing conditions.

**Benefits:**

- Competitive pay commensurate with experience.
- Employer cost shared medical insurance, employer paid life insurance and availability of voluntary dental, vision and disability coverage.
- 401k retirement plan with 5% employer contribution.
- 7 paid days off upfront, growing to 10 days per year after 1 year of employment, with ability to carry up to 3 days of unused vacation to forward year.
- 10 observed and paid holidays.
- Flexible location, all remote team (note: must occasionally be on-site for events, which could include evenings and possibly weekends. Events typically located in and between the Wasatch Front and Uinta Basin. Must have own transportation.)

Submit resume to [jobs@utahpetroleum.org](mailto:jobs@utahpetroleum.org)