

# Montana Petroleum Association

## Job Description

### Executive Director

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#### **I. ASSIGNED DUTIES AND TASKS**

##### Position Overview:

The Executive Director is responsible for all actions and activities of the Montana Petroleum Association (MPA). This position is responsible for a variety of tasks including government affairs and lobbying at all levels of government, management MPA staff and assets, public outreach and education, media outreach, industry relations, developing relationships with key government officials and industry stakeholders, membership development, association budgeting, and association strategic planning. The Executive Director is responsible to ensure that association activities are in compliance with State and Federal laws including IRS and the Political Practices Commission. This position reports to the Board of Directors.

##### **A. Government and Regulatory Affairs**

Perform a variety of activities to ensure industry interests are advanced and protected from Federal, State and Local regulatory action.

1. Engage in the State Legislative process by working with legislators to develop sound policy actions. Monitor bill development, and support efforts by testifying and speaking before legislative groups.
2. Ensure credibility for the industry and the MPA by taking issue based positions and supporting those positions with the best facts possible.
3. Develop and build relationships with key government officials at all levels of government. Including agency directors, federal state based agency managers, county commissioners etc.
4. Develop and build relationships with elected members of the State and local governments and Montana's Congressional delegation.
5. Monitor and participate in federal legislative and regulatory actions and advise Montana's delegation of critical industry positions.
6. Encourage and support member engagement in the legislative and regulatory process, including opportunities to serve on boards and committees.
7. Develop MPA political strategies and policies for Board review. Execute approved strategies.

8. Develop coalitions with other stakeholders to augment support for industry issues.

**B. Political Advocacy**

1. Monitor and provide data on legislative actions.
2. Engage MPA members in political activities when opportunities are present.
3. Educate candidates and incumbents on industry issues.
4. Engage elected officials and advocate positions important to MPA.

**C. Public Outreach**

1. Develop and present industry information via any method available.
2. Seek and participate in opportunities to provide industry education to all segments of the population, including students, adults and elected officials.
3. Maintain an MPA presence at significant state and local functions.

**D. Administrative and Planning**

1. Organize and engage members through MPA's committees to analyze issues and develop MPA positions. Staff committee meetings.
2. Present an annual budget to the Board of Directors
  - a. Review and approve expenditures
  - b. Determine spending priorities
3. Responsible for the MPA Annual meeting and other MPA events.
4. Responsible for managing MPA staff and contractors, including work assignments, skill development, and performance evaluations.
5. Ensure efficient and effective communication to members.
6. Analyze policy trends and suggest organizational short and long term strategies to address anticipated changes

**E. Other Duties As Assigned**

## II. REPORTING REQUIREMENTS

The Executive Director is supervised by the MPA Operating Committee. The Executive Director is expected to use initiative and judgement to determine work methods and accomplish MPA goals. The Executive Director's performance is reviewed annually by the Operating Committee and Board of Directors.

## III. WORKING CONDITIONS

Work is performed in a normal office environment. The position may involve overtime and weekend work during peak workloads. The position involves physical demands associated with travel by auto, working on a computer, communicating over the phone and in person, and light lifting and filing. Travel is required.

## IV. KNOWLEDGE, SKILLS, AND ABILITIES

### **Knowledge:**

The position requires knowledge of the methods and techniques to develop and execute strategic and tactical goals for the organization. Understand the State and Federal legislative process and be able to design legislative solutions for industry issues.

**Competencies:** *The following competencies are necessary for success in the position.*

**Skill:** The ability to develop short and long term strategic plans. Strong interpersonal skills. Knowledge of Montana's political system and the ability to participate in that system to achieve MPA goals. Needs to understand and foresee the impacts and implications of political decisions. Be aware and adept at organizational culture.

**Leadership:** Provide strong leadership to bring diverse points of view to consensus. Able to maintain credible positions in the face of strong opposition in large groups. Be recognized as the face of Montana's petroleum industry and be respected as a credible source of information.

**Ability:** Must have proficient communication skills. Effective verbally and in writing; to use the Internet for research; to establish and maintain effective working relationships with others; to act quickly in gathering and analyzing data assessing needs, relevancy, issues, and problems; making accurate judgments and drawing conclusion; and the ability to analyze information from complex situations and determine the best action to be taken. Ability to manage and chair meetings.

**Problem Solving:** Uses reason, vision, and creativity to reach conclusions and decisions. Understands cause and effect relationships, recognizes similarities and differences in situations, and applies knowledge to help make effective decisions or to come up with new ways to accomplish a task. Can bring diverse opinions and positions to an agreed position through consensus building and leadership.

**Planning:** Must be able to develop strategic and tactical plans to address problems and advocate positions. Plans and develops fiscal plans to address the needs of the association. Plans major events, speakers, programs etc.

**Communication:** proficient writing skills to communicate daily with the public, MPA members, elected official, media, peer groups and others. Technical writing skills to be able to write reports, technical papers, bill drafts and administrative rules. Provides timely and concise information to others verbally, nonverbally and in writing and helps others communicate effectively. Ability to convey ideas and positions effectively in a variety of settings including large presentations, formal hearing and small groups. Ensures that communication occurs between all appropriate people and openly expresses ideas and opinions. Listens effectively, transmits information accurately, understandably and appropriately and actively seeks constructive feedback.

## **V. QUALIFICATION REQUIREMENTS**

The preferred qualifications are a combination of education and experience equivalent to a bachelor's degree in business, finance, communications, or a related technical field. Significant experience in state government, government affairs or a major trade association is required. The appropriate combination of education and experience is determined at the discretion of the Board of Directors.