

## **About the Denver Petroleum Club**

Established in 1948, the Denver Petroleum Club (DPC) is a membership organization supporting oil and gas and energy professionals with networking, leadership development, and educational opportunities. From our monthly networking events to our annual Mentor program, there is something for everyone looking to build relationships and grow as a professional.

## **About the Position**

**Title:** Executive Director

**Required Qualifications:** College/Administrative degree with 3-5 years of related experience

**Reports to:** Board of Directors

**Summary:** The Executive Director of the DPC is a strong leader who creates enthusiasm, gains buy-in, and establishes long-term relationships with both internal and external stakeholders through a variety of platforms. A passionate project manager who thrives on developing and implementing programs that meet the needs and goals of organizations and its supporters. S/he is a marketing fanatic who can produce and promote a variety of unique events for a diverse audience. And finally, the Executive Director is a civic-minded individual who is excited about getting others involved in the community we live and work in.

## **Primary Duties**

### Operations

- Ensures financial accountability through effective business practices, i.e. accurate payroll, receivables, and payables.
- Works with Finance Committee on developing an annual budget and ensures that all expenses are maintained within the budget parameters throughout the year.
- Prepares month-end financials for external accountant and documents for bi-monthly board meetings.
- Proposes additional staffing needs, obtains board approval for expense, and executes hiring/training process.

### Membership

- Maintain current membership utilizing MemberClicks platform.
- Cultivate relationships to build membership through marketing, events, and a targeted sales plan.
- Creates and manages a solicitation plan for the board of directors to carry out.

## **Primary Duties (continued)**

### **Marketing & Events**

- Develop and implement all member programs and events; grow and maintain event sponsorships.
- Oversee and promote leadership programs, i.e. Mentor Program.
- Execute two annual fundraising events – i.e. Summer BBQ and Golf Tournament – for selected beneficiaries with a fundraising goal that is pre-determined by the board.
- Maintain effective and engaging communication with membership through website, e-blasts, and social media platforms.

### **Community & Industry Partnerships**

- Responsible for developing and maintaining partnerships within the Oil & Gas and nonprofit communities by participating on committees and/or working on joint events.
- Organize and execute quarterly volunteer opportunities for DPC members, including the Energy Industry Volunteer Day.
- Lead logistics and marketing efforts of the annual Energy Industry Happy Hour.

## **Additional Qualifications Desired**

- Fluent in Microsoft Office.
- Experience in both marketing and event planning.
- Candidate must be able to work both independently and as a team with board members and volunteers.
- Candidate needs a strong work ethic to work effectively in the position and be open to working nights and occasional weekends.
- Ideal candidate is an organized, self-motivated person who thinks strategically and possess excellent communication and networking skills.
- Knowledge of Creative Suite 6 and MemberClicks software a plus but not required.
- Experience in Oil & Gas industry desired, but not required.

## **How to Apply**

Send your resume with a cover letter addressed to the DPC Board of Directors to [info@denverpetroleumclub.com](mailto:info@denverpetroleumclub.com) no later than Friday, November 16. No calls please. The DPC is an equal opportunity employer.