



Nonprofit Consultants

EXECUTIVE SEARCH CONSULTANTS

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**MEMBERSHIP SERVICES MANAGER
MARCELLUS SHALE COALITION, PITTSBURGH, PA**

PERFORMANCE PROFILE

The Marcellus Shale natural gas deposits represent one of the most promising economic development opportunities the Pennsylvania region has seen in decades. The Marcellus Shale Coalition represents the member companies that are working for the responsible development and extraction of this natural resource. The Membership Services Manager is responsible for designing, leading and implementing all activities that attract, support, retain, orient, educate and represent the members of the Marcellus Shale Coalition.

BACKGROUND

Founded in 2008, the Marcellus Shale Coalition (MSC) is an organization committed to the responsible development of natural gas from the Marcellus Shale geological formation and the enhancement of the region's economy that can be realized by this clean-burning energy source. The MSC is a nonprofit membership-driven organization comprised of nearly 50 full and 100 associate members, accounting for almost 100% of the drillers and operators in the Marcellus Shale region. The members of the coalition work with its partners across the region to address issues with regulators, local, county, state and federal government officials and communities about all aspects of producing clean-burning, job-creating natural gas from the Marcellus Shale.

The MSC and its member companies are fast-moving and dynamic organizations, and as a result the MSC is seeking individuals who work in a manner consistent with its culture. At present, the MSC is a small and nimble organization, but will quickly grow to a full-time staff of 8 to support the needs of the members in this high-growth industry. The MSC has an annual budget of approximately \$4M, a dedicated and influential Board of Directors, and offices in the Southpointe development 15 minutes south of Pittsburgh, PA.

More information can be found by visiting www.marcelluscoalition.org.

POSITION OVERVIEW

The Membership Services Manager (Manager) is a newly created position that reports directly to the President and Executive Director. There is one direct report to this position, the Events Intern. The Manager also supports the Membership committee of the Board of Directors. The Manager is responsible for all membership-related activity including, but not limited to events (membership, education, networking), speaking engagements, inquiries, orientation, meetings and conferences.

More specifically, the Manager is responsible for:

- Fielding and processing all membership inquiries and working with the President and Executive Director, and Membership Committee of the Board of Directors to orient new members.
- Scheduling and managing all prospective member information sessions.
- Supporting MSC leadership in pursuing identified membership targets.
- Scheduling and managing logistics for monthly membership meetings, typically involving 200 members in attendance over 2 days.
- Maintaining committee membership lists and member/prospect database and monitoring engagement of members in MSC activities.
- Maintaining members-only website, including posting of all MSC committee meetings and major speaking engagements/events.
- Designing and implementing protocols for member contact, engagement and retention.
- Other duties as needed.

KNOWLEDGE, SKILLS AND ABILITIES

The ideal Manager candidate has a blend of the following:

- At least 5 years of proven events management experience with Certified Meeting Professional (CMP) certificate a plus
- Strong organizational skills, including proven experience in managing lists and attending to details
- Strong phone and written communications skills
- Demonstrated experience successfully multi-tasking in a fast moving and dynamic environment
- Prior successful experience in a client-service, leadership support, or other similarly responsive management role
- An intrinsic sense of urgency and immediacy in attending to work-related tasks
- An undergraduate degree is strongly preferred
- IT skills in all Microsoft Office tools and with website administration

COMPENSATION

This exempt, salaried position has an attractive compensation and benefits package consistent with other membership and industry support organizations of similar size, scope, scale and industry focus. The benefits package is comprised of medical, dental, vision, retirement and vacation time as well as other benefits. After one year of employment, the MSC would also reimburse the direct costs if the hired Manager pursues the CMP certificate.

TO APPLY

Individuals wishing to discreetly discuss this role may contact Todd Owens, Principal, Dewey & Kaye, 412.434.1335 or towens@deweykaye.com. Qualified individuals may apply confidentially by submitting resume, cover letter and compensation requirements as MS Word attachments to: resumes@deweykaye.com. Please reference the following in the subject line of your email: **Membership Services Manager, MSC (#184-MH687)**.

Candidates must submit materials no later than Monday, December 6, 2010. If you do not receive an email confirmation of your submission within 3 business days, please call Dawn Kopp at 412-434-1335. Please direct all inquiries related to this position to Dewey & Kaye.

The Marcellus Shale Coalition is an Equal Opportunity Employer.