



HC ADVISORS, INC.

1603 Carmody Ct., Sewickley, PA 15243

Tel: 724-934-0272 * Mobile: 724-263-5773 * Email: djb@hcadvisors.net

**STRATEGIC PROJECTS MANAGER
MARCELLUS SHALE COALITION, PITTSBURGH, PA**



PERFORMANCE PROFILE

The Marcellus Shale natural gas deposits represent one of the most promising economic development opportunities the Appalachian 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 Strategic Project Manager works with MSC staff and member companies to support special projects and MSC committee initiatives around the safe development of natural gas.

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 resource. The MSC is a nonprofit, membership-driven organization comprised of more than 280 members, accounting for almost 100% of the operators in the Marcellus Shale region and a vibrant supply chain supporting energy producers and midstream companies. 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 growing yet nimble organization, strategically expanding its presence to meet the needs of the members in the industry.

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

POSITION OVERVIEW

The Marcellus Shale Coalition (MSC) is looking for a candidate who will focus on Strategic Project Management. This position reports directly to the EVP, Technical Affairs and works with MSC staff and member companies to support special projects and MSC committee initiatives around the safe development of natural gas. Serving multiple MSC office and event locations, the Manager will be based in the MSC's corporate office. The need for this position is immediate and we anticipate having the Manager begin their work no later than April 2012.

More specifically, the Manager is responsible for:

- Overall project management with active engagement from kick-off through commissioning
- Defining project scope, objectives and deliverables that support business goals in collaboration with senior management and stakeholders
- The implementation, planning, execution, control and closing of projects crossing all organizational boundaries
- Monitoring projects from initiation through delivery including planning and directing schedules, and setting and monitoring budgets and expenses
- Projects which design and implement reports and new processes that will affect the entire organization
- Developing and managing detailed project plans, to include communication and change management functions

- Authoring and leading the development of a wide-range of expert reports, delivered in a clear and concise manner
- Providing timely status reporting of milestones, dependencies, risks and issues to project teams and executive sponsors
- Defining and executing mitigation plans to minimize risk
- Client correspondence, project scheduling and management including financials and approving invoices
- Applying well-developed interpersonal and analytic skills, knowledge of business processes and information technology, and a broad knowledge of business strategy to evaluate problems and opportunities and achieve results
- Managing cross-functional team resources and their deliverables, setting expectations for project allocation with managers, and ensuring the team has the appropriate skill set to deliver
- Developing and maintaining work plans and coordinating the utilization of staff
- Providing leadership and assuming the primary role in identifying and outlining required scope and analysis methods
- Working with business partners and others to define solutions

KNOWLEDGE, SKILLS AND ABILITIES

The ideal candidate has a blend of the following:

- Bachelor's Degree; an Oil & Gas Technical Degree is preferred
- 7-15 years in Oil & Gas industry
- Minimum of 5 years of experience in project management or related field
- Project Management Professional (PMP) certification preferred
- Professional registration (PE, PSP, CCE, CCC, etc.) and/or Advanced degree preferred but not required
- Strong knowledge of Microsoft Office, including Project, Project Server and Project Web Access
- Demonstrated strong oral communication and presentation skills including excellent written skills
- Ability to prioritize a busy workload while managing multiple concurrent tasks, sometimes under tight deadlines while delivering quality results
- Demonstrated ability to work autonomously while knowing when to engage MSC staff and pull together teams
- Conflict management using constructive, relationship-building methods
- Customer focus that serves MSC members in a professional, supportive way that encourages interactions
- Incorporation of the Guiding Principles of the MSC in all aspects of the job

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.

TO APPLY

Individuals wishing to discreetly discuss this role may contact Dave Baker, Managing Director, Human Capital Advisors at djb@hcadvisors.net. Qualified individuals may apply confidentially by submitting resume, cover letter and compensation requirements as MS Word attachments to: djb@hcadvisors.net. Please reference the following in the subject line of your email: **Strategic Projects Manager, MSC-02**.

Candidates must submit materials no later than Monday, April 16, 2012.

Please direct all inquiries related to this position to Human Capital Advisors.

The Marcellus Shale Coalition is an Equal Opportunity Employer.