



Executive Director

The Tennessee Gas Association is seeking a dynamic leader to serve as its Executive Director (ED) with employment to begin immediately. The Tennessee Gas Association (TGA) is a non-profit natural gas state association established in 1962 with 400 members comprised of municipal gas systems, utility districts, private and public gas companies, pipelines, gas marketers, business partners, and housing authorities, serving the natural gas industry's 1.3 million customers and 31,000 miles of distribution line. TGA's core values are Promote, Advocate, Collaborate, and Educate for the natural gas industry. The next ED will be joining an association with a consistent focus on its core values and members.

Key Summary of Responsibilities: The ED will work with the Board of Directors to fully implement TGA's mission and strategic plan. A successful ED will display leadership, direction, support, and coordination for TGA, its Board of Directors and Executive Committee, and other Committees according to the bylaws and current goals and objectives of the association's strategic plan. The ED will be responsible for developing and evaluating programs, policies, methods, and procedures regarding the management and organization of the association. The ED is responsible for the management of TGA personnel and supporting TGA's lobbyist in advocacy efforts. The ED ensures administrative activities for budgeting, committee management, and meeting coordination are complete and appropriate. The ED provides written and verbal reports to the Executive Committee and Board of Directors to provide status updates of tasks, projects, and financial position. The ED will plan and coordinate training opportunities for membership.

Minimum Qualifications:

- Bachelor's degree in an applicable field such as Engineering, Public Relations, Business Administration, or other; OR 10 years of equivalent, demonstrated experience
- Must have a basic understanding of the natural gas industry or learn the basics of the natural gas industry within 1 year of employment
- Must be proficient in Microsoft Office applications including Word, Excel, and PowerPoint
- Must have the ability to work independently in a timely manner
- Must be able to communicate well and develop and manage content for a variety of communication methods including email, newsletters, website, and presentations
- Must be able to represent TGA in a positive, professional manner
- Must have the ability to work cooperatively and build relationships with internal and external stakeholders
- Must be able to manage multiple Committees and programs simultaneously and in an organized manner
- Must maintain quality and accuracy of work
- Must respond to inquiries in a timely manner
- Must have and maintain a valid driver's license
- Must reside in Tennessee

Physical Demands: Sedentary Work - Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time. Absent undue hardship, reasonable accommodations will be made to enable qualified individuals with known disabilities to perform the essential functions as outlined above.

For daily tasks, the position is considered remote or work from home.

Travel: Overnight travel is expected (20-25%) for conferences, utility site visits, off-site meetings, etc. but may vary depending on ED home location

Preferred Qualifications:

- Five years of related natural gas industry experience.
- Ten years of demonstrated leadership experience.
- Strong organizational and financial management skills
- Strong written and oral communication skills
- Office management or supervisory skills
- Strong initiative and attention to detail, along with some type of fact-finding or research experience

Salary and Benefits:

- Full-time position with salary dependent on experience
- Eligible to participate in all Association employee benefit plans and arrangements as determined by the Board. Such benefits may include retirement plan matching; medical, dental, vision premium reimbursements; disability and life insurance; paid time off, holidays.

Interested candidates must submit a letter of interest and resume no later than May 23, 2024 to resumes@tngas.org