

National Propane Gas Association

Position Description

Title: State Engagement Program Manager – External Relations

Department: Executive

Prepared by:

FLSA Status: Exempt

Date Prepared: TBD

Reports To: President and CEO

Approved by Personnel Subcommittee: TBD

Core Functions

Primary responsibility is to serve as a propane industry advocate on key state-level legislative and regulatory issues, providing complementary advocacy services to improve the reach and effectiveness of affiliated associations. Duties include developing and maintaining relationships with key external policy makers, primarily on the state and local level, to promote the industry's objectives. Additional duties include monitoring and coordinating action on state public service commission filings that could impact the propane industry.

Duties and Responsibilities

- Serve as a propane industry advocate on key state-level legislative and regulatory issues to promote the direct use of propane and create a favorable business environment for NPGA members.
- Represent the propane industry at meetings of National Council of State Legislatures, Council of State Governments, National Association of State Energy Officials, National Association of Regulatory Utility Commissioners, and other organizations as identified.
- Monitor state public service/public utilities commission filings to identify potential threats to the propane industry, and coordinate actions with internal and external legal counsel, expert witnesses, or other external groups.
- Assist state/regional associations in developing and executing legislative events at state capitols and promote greater member advocacy engagement.
- Serve as a subject matter expert on industry priorities, including potentially testifying before legislative and regulatory bodies.
- Perform other duties as directed by the President and CEO.

Qualifications

- Bachelor's Degree in Public Relations, Journalism, English, Political Science or a related field.
- Experience with state public service/public utilities commissions and comfort communicating about utilities filings.

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- Experience with organizations representing state government and energy/utility interests.
- Ability to travel up to 50% of the time.
- Excellent written, editing and verbal communication skills, including the ability to master complex issues and convey information clearly to varied audiences.
- Strong attention to detail and ability to meet strict deadlines.
- Must be highly motivated and team-oriented.
- Excellent organizational skills, with the ability to manage multiple priorities and projects simultaneously.
- Solid computer experience, including a thorough knowledge of Microsoft Office; technical proficiency in database management and website software.

This job description is not intended to be and should not be construed, as an all inclusive list of all responsibilities, skills, efforts or working conditions associated with the position. While it is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties and to assign other duties as necessary. For additional details, please contact Jeff Petrash at jpetrash@npga.org.