

Executive Vice President

Company: MLPGA Inc.

Location: Arkansas

About MLPGA:

MLPGA Inc. is the for-profit subsidiary of the Missouri Propane Gas Association (MPGA). MLPGA Inc. provides management services and engages in business opportunities that are outside of MPGA's scope as a not-for-profit. MLPGA Inc.'s association management venture operates as Blue Flame Management.

Job Summary:

The Arkansas Executive Vice President will be responsible for the development and deployment of training programs and materials for propane industry professionals, including safety training, regulatory compliance, and technical skills development. This position requires a knowledgeable and dynamic individual with strong presentation skills and a commitment to promoting propane safety and professionalism.

It is anticipated that the training program will encompass 12-20 annual industry training sessions plus 15-25 additional classes for HVAC, bottle filling and other segments and partners. The EVP will handle all aspects of training including logistics, sites, registration and record-keeping.

Additionally, the EVP will be the face and voice of Arkansas propane members and marketers, responsible for maintaining corporate records, board meeting minutes and agendas, and scheduling and leading at least four board meetings annual for APGA and APERC.

Key Responsibilities:

- **Assist in Design and Development:**

- Assist in the design and development of training programs and materials for propane industry professionals, including safety training, regulatory compliance, and technical skills development.
- Collaborate with subject matter experts to ensure training content is accurate, relevant, and up-to-date with industry standards and regulations.
- Support in utilizing a variety of instructional techniques and delivery methods to engage learners and enhance learning outcomes.

- **Training Delivery:**

- Deliver in-person and virtual training sessions to propane industry professionals, including propane marketers, technicians, and emergency responders.
- Conduct on-site training sessions at propane facilities and customer locations, as needed.

- Provide hands-on demonstrations and practical exercises to reinforce key concepts and skills.
- **Documentation and Evaluation:**
 - Maintain records of training activities, including participant attendance, evaluations, and training materials.
 - Evaluate training effectiveness through participant feedback, assessments, and performance evaluations.
 - Identify areas for improvement and contribute to updating training materials as necessary to enhance learning outcomes.
- **Industry Outreach and Engagement:**
 - Represent MPGA at industry events, conferences, and trade shows to promote training programs and engage with industry stakeholders.
 - Build relationships with propane industry partners, regulatory agencies, and training organizations to enhance collaboration and resource-sharing.
- **Executive Functions:**
 - Advise and consult with all board and committees on matters relating to the goals, finances, programs and operation of the Association, its partners and affiliates, researching issues and providing recommendations as needed.
 - Provide staff support to the boards and committees for meetings, preparation of materials for review, agendas, minutes and financial reports.
 - Consult with the Executive Management Team on integration of efforts by each entity that contribute to the well-being of the industry and to the success of each organization.
 - Assist the officers of each board in providing leadership to the directors and facilitate effective leadership during their term of office.
 - Serve as the official contact, along with those from the Executive Management Team, in representing the industry before the press, public, related organizations, governmental agencies, legislators and others.
 - Oversee the public relations, promotion and marketing outreach of all entities, supervising staff and ensuring a consistent and professional image of the Association, its partners and affiliates.
 - Participate in legislative and governmental activities as needed to further the interests of the industry, and coordinate with outside advocacy as required.
 - Represent Arkansas at industry events, conferences, and trade shows to promote training programs and engage with industry stakeholders.

- Build relationships with propane industry partners, regulatory agencies, and training organizations to enhance collaboration and resource-sharing.

Qualifications:

- Bachelor's degree in a related field or prior experience in Association Management or not-for-profit organizations is preferred.
- Propane industry experience and relevant certifications (e.g., CETP, NPGA certifications) are highly recommended.
- Minimum of 3-5 years of experience in training and development, preferably in the propane or energy industry.
- Strong knowledge of propane safety regulations, industry standards, and best practices.
- Excellent presentation and facilitation skills, with the ability to engage audiences of varying backgrounds and experience levels.
- Proficiency in Microsoft Office suite and experience with training management software is a plus.
- Effective communication and interpersonal skills, with the ability to collaborate with internal teams, industry partners, and regulatory agencies.
- Ability to travel extensively for in-state training sessions and industry events.

How to Apply:

Interested candidates should submit their resume and a cover letter outlining their qualifications and experience to Luke@MissouriPropane.com by September 20, 2024. Please include "APGA Executive Vice President" in the subject line.