



# AAPG is Seeking Its Next Executive Director

**ORGANIZATION:** American Association of Petroleum Geologists (AAPG)

**LOCATION:** Tulsa, OK; Houston, TX; or Remote

**ABOUT AAPG:** The American Association of Petroleum Geologists (AAPG) is a leading nonprofit organization dedicated to advancing the science of petroleum geology, promoting technological innovation, and upholding high professional standards. AAPG is seeking an accomplished and visionary Executive Director with solid financial acumen to guide our organization through its next phase of growth and impact in partnership with the AAPG Executive Committee.

**POSITION SUMMARY:** The Executive Director will serve as the chief operational leader of the AAPG Association and Foundation, overseeing staff, volunteers, finances, and operations. The ideal candidate will possess strong financial acumen, strategic leadership skills, and the ability to foster effective working relationships with staff and volunteers. Additionally, The Executive Director will have the authority to negotiate and sign contracts on behalf of the Association while overseeing the operations of the headquarters and staff personnel. This position will collaborate closely with the AAPG Executive Committee to drive the organization's global mission and strategic objectives and will serve at the Committee's discretion.

## KEY RESPONSIBILITIES:

- **Leadership & Management:** Act as the chief administrative official, leading the organization's staff and volunteers. Identify challenges and opportunities, design and implement solutions, and ensure effective execution.
- **Financial Oversight:** Develop and manage annual and three-year budgets. Ensure financial stability and sustainability of the organization.
- **Strategic Planning:** Formulate and execute policies that promote the long-term growth and development of AAPG. Advise and implement strategies aligned with the Executive Committee's vision.
- **Fundraising:** Willingness to contact individuals, companies, etc. to raise funds for programs in both the Association and Foundation.
- **Communication:** Establish and maintain robust communication channels within the organization and with external stakeholders. Regularly review and report on operational performance and strategic goals.
- **Operational Efficiency:** Ensure effective execution of all AAPG policies and programs. Oversee operational plans to support the organization's mission and objectives.
- **Stakeholder Engagement:** Build and maintain relationships with members, sponsors, volunteers, and related professional associations. Represent AAPG's interests to the public and industry.
- **Legal & Ethical Compliance:** Confer with legal counsel on contractual, intellectual property, and compliance matters to ensure legal and ethical operations.

## QUALIFICATIONS:

### Required:

- Proven success in strategic and tactical planning, with a track record of effective implementation.
- Ability to manage, educate and inspire a diverse staff in-house and remotely with little fear of controversy.
- Demonstrated ability to grow and engage a diverse membership base.
- Solid financial management experience, with a history of achieving financial success.
- Bachelor's degree from an accredited institution.
- Excellent oral and written communication skills, with the ability to build trust and credibility with stakeholders.
- Proficiency in modern communication systems and cloud-based business solutions.
- Experience in strategic planning, program development, personnel management, budgeting, and operational oversight.
- Technical expertise in the upstream energy sector and a strong understanding of the geosciences with insight into the motivations and needs of scientists and entrepreneurs.
- Ability to navigate uncertainty, assess risks, and manage the business aspects of a scientific society.

### Preferred:

- Degree in geosciences or equivalent experience in energy-related geology.
- Experience leading an international organization with proven management skills.
- Master's degree in a relevant field.
- Experience with online media, data sales, and marketing for trade shows.
- Ability to achieve organizational objectives and navigate political dynamics effectively.
- Demonstrated success in enhancing the financial health of an organization especially through restructured or new programs.

**APPLICATION INSTRUCTIONS:** Interested candidates should submit a resume, a cover letter detailing their qualifications and vision for AAPG and contact information to [exdirsearch@aapg.org](mailto:exdirsearch@aapg.org). AAPG is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.