



## **OPERATIONS MANAGER – NYSEARCH/NORTHEAST GAS ASSOCIATION**

**Location: 20 Waterview Boulevard, 4th Floor, Parsippany, NJ 0705**

NYSEARCH/Northeast Gas Association (NYSEARCH/NGA) is a leading Research, Development and Demonstration (RD & D) management organization that oversees innovative and impactful research and product development projects for the natural gas distribution industry. Its (20)+ members are Local Distribution gas Companies (LDCs) from North America. Among many other projects, recent programs have designed, developed and utilized emerging fuels technologies (RNG, hydrogen, Power-to-Gas) and other safety-related innovations such as robotic, drone, RFID, augmented reality, Non-Destructive Evaluation and sensing technologies. In addition, NYSEARCH has developed and commercialized a range of integrity, leak detection, and sensing technologies. NYSEARCH's work has resulted in numerous successful R & D products and studies; its voluntary program results in an annual project budget that ranges from \$5 to \$6 million.

NYSEARCH is part of a growing trade association, the Northeast Gas Association who also serves gas companies throughout the Northeast. The parent company, NGA, offers its full-time employees an excellent benefits package.

### **HIGH LEVEL JOB DESCRIPTION:**

The Operations Manager position is a new position within NYSEARCH/NGA, requested specifically by the members, to support the technical project management team and the Executive Director for a portfolio of over (30) active RD & D projects. Most activities will be related to administrative and business management including support for financial planning and administrative reporting tasks. The Operations Manager will also be involved in activities for new business development, promotion of and implementation of new ways to support members, and development of a wider range of resources for prospective members and project cofunders. This is a highly visible role with heavy emphasis placed on business management for a small, diverse team with a wide range of responsibilities. The organization is based in Parsippany, NJ. The position will require some limited travel. As this position relates to NYSEARCH company operations in Parsippany, candidates from outside the northern NJ area would not be considered. The Operations Manager reports to the Executive Director of NYSEARCH, located



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in Parsippany who is also the VP of Research, Development & Deployment for NGA. NGA's main office is in Needham, Massachusetts.

## **RESPONSIBILITIES:**

### **Business Management and Development**

- Identifies and evaluates what is State-of-the-Art in selected technology areas for reporting to internal team and NYSEARCH LDC members,
- Supports and/or facilitates team responses to requests from NYSEARCH members,
- Facilitates onboarding of new representatives on NYSEARCH committee,
- Identifies outside of NYSEARCH membership, potential sources of cofunding of selected R & D Programs,
- Oversees activities related to NYSEARCH product offerings on website, and,
- Writes high level technical documents to support NYSEARCH technology transfer and products
- Promotes NYSEARCH/gas industry RD & D to various entities including agencies, other funding sources, and non-members.

### **Administrative Management**

- Manages financial reporting for Executive Director (ED); supports financial planning and accounting activities for ED and NGA Controller,
- Oversees upgrades to NYSEARCH website, file management and IT activities for New Jersey office,
- Supports and augments training programs with new NYSEARCH staff, and,
- Oversees administrative (executive) assistant.

### **Support for Project Management/Staffing**

- Serves as backup and manages NYSEARCH projects in times when the NYSEARCH project management staff is not operating at full capacity.

## **REQUIRED EXPERIENCE AND CRITICAL COMPETENCIES:**

- Bachelor's degree in Business Management, Engineering Management or Engineering
- 3+ years of experience in business or project management
- Excellent communication skills and demonstrated experience in working with personnel in remote locations
- Effective relationship builder with a diverse range of stakeholders
- Ability to demonstrate strong technical writing skills
- Experience and ease with making informative company presentations
- Experience/exposure to Natural Gas industry (midstream, transmission or distribution sectors) preferred but not required.

**Please send resumes to [admin@nysearch.org](mailto:admin@nysearch.org).**