



Company: Vickery Energy Management, LLC
Position: Manager, Division Order
Location: Fort Worth, TX

Company Overview

Based in Fort Worth, Texas, Vickery Energy Management, LLC (“Vickery”) is a well-capitalized, privately held oil and gas company. The company was founded in 2024 by Quantum Capital Group (“Quantum”) and members of management following the successful acquisition, development, and divestiture of companies across upstream, midstream, and minerals in Appalachia in 2023.

Characteristics of Vickery:

- The team is highly experienced and has a long history of working together
- Vickery prides itself on fostering a culture of teamwork, comprised of high-integrity, dedicated, intellectually curious, honest, and execution-focused team members in a fast-paced environment
- The team has acquired, operated, developed, and managed upstream, midstream, and mineral assets in nearly every major US Domestic basin
- The Vickery team has a proven ability to manage large scale projects across a variety of basins
- The team is focused on excellence in every facet of our business; each team member has a sense of responsibility for working together toward shared goals and to improve the status quo each day

Position Summary

The Manager, Division Order position will be located in Vickery’s Fort Worth, TX office and will report to the Senior Vice President – Land. This position will direct and manage the day-to-day division order operations of Vickery. This role will be responsible for overseeing all necessary land-related work regarding Vickery’s responsibilities for confirming, managing and paying royalties, including but not limited to; reviewing division order title opinions, identifying and acquiring needed curative measures, interacting with brokers, confirming royalty payments are timely and accurately paid, interacting with mineral owners, working on suspense issues, and a various of other division order work commonly needed for active operators in Appalachia (WV, PA and OH). This position will work alongside and interact with other departments on projects and work requests and will more than likely have one or multiple Division Order Analysts to assist in the above work.

Duties / Responsibilities

- Reviewing and analyzing oil and gas leases, title opinions, and legal documents to establish correct ownership for new or acquired well set ups
- In-depth understanding of oil and gas statutes in Appalachia including mineral ownership, royalties, pooling/unitization and heirships
- Expertise in calculating net revenue interests and leasehold interests
- Create, maintain, and oversee owner records and payments

- Proficiency in oil and gas accounting principles, revenue distribution and legal documents such as probates
- Experience with reviewing, understanding and directing curative items identified from title opinions
- Request and assist landman in obtaining documentation needed to clear title
- Sending division orders to landowners once ownership has been verified
- Answer owner relation phone calls and emails
- Manage and cure suspense funds
- Assist in new unit and unit revisions for non-operated properties when needed
- Create, update and maintain electronic land files
- Lead by example
- Performs other duties as assigned

Required Skills / Abilities / Qualifications

- Proficient in the calculation of oil, gas, and mineral interests and a strong working knowledge of lease record management
- Advanced knowledge of heirship laws, intestate succession, and ownership changes
- Advanced Appalachia title knowledge and experience
- Excellent verbal and written communication skills, interpersonal and conflict resolution skills, and an ability to work in a dynamic environment
- Excellent organizational skills and attention to detail
- Strong analytical and problem-solving skills
- Proficiency with land software systems such as Quorum and with Microsoft Office Suite and other related software is preferred
- Position requires an experienced, highly motivated, detail focused, team-oriented, high-integrity, humble, self-starter, with an ability to work in a fast-paced environment
- Strong drive for continuous improvement that is always looking to find new and better ways to do things, including the adoption of evolving technologies or improving workflows with a focus on implementing artificial intelligence throughout the division order team to maximize efficiency
- Exhibit the characteristics and behaviors of a Vickery Leader:
 - Integrity – must be a person of high character; genuine; consistent and acts in line with a clear and visible set of values and beliefs; candid (open, honest, direct, and truthful but can also keep confidences).
 - Inspires Others – be skilled at getting individuals, teams, and an entire organization to perform at a higher level and to embrace change.
 - Making Complex Decisions – solves tough and complex dilemmas; resourceful; is a quick study of the new and different; adds personal wisdom and experience to come to the best solutions, given the situation; uses multiple problem-solving tools and techniques.
 - Focused and Disciplined – sound judgment; can quickly separate the critical from the trivial; focuses on what matters most; prioritizes; attacks everything with drive and energy with an eye on the bottom line; plans, but not afraid to initiate action before all the facts are known; finishes what is started.
 - Team Leader – establishes guiding goals; aligns objectives, people, processes, and rewards; measures and communicates accomplishments, holds people accountable, and gives useful feedback; delegates and develops; provides coaching for today and for the future.

- Humble – continuous learner; asks questions and listens well; seeks to understand before being understood; unselfish; puts the needs of the organization and others before self.
- Consensus Building – builds consensus at all levels, including executives and Board for new ideas and initiatives; negotiates skillfully to achieve a fair outcome or promote a common cause.
- Strategic Thinker – thinks beyond the short-term and develops ambitious, but achievable, strategic plans; anticipates / sees around corners; can connect future plans and needs with present reality.
- Relationship Builder – network of existing relationships in the energy industry; creates and fosters relationships with both field and office personnel.

Required Education and Experience

- 10+ years of oil and gas division order experience, preferably in Appalachia (WV, OH and PA)
- Bachelor's degree

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times

Interested parties should send a resume to **Careers@vickeryenergy.com**