



Company: Vickery Energy Management, LLC  
Position: Division Order Analyst  
Location: Fort Worth, Texas

### **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 Division Order Analyst position will be located in Vickery’s Fort Worth, Texas office and will report to the Division Order Manager (“DO Manager”). This position will conduct day-to-day division order duties as directed by the DO Manager. This role will specifically be responsible for conducting all necessary land-related work regarding Vickery’s work responsibilities for 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. This position will work alongside and interact with other land departments on projects and work requests.

### **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
- 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
- Analyze title opinions and clear suspense funds
- Assist in new unit and unit revisions for non-operated properties when needed
- Create, update and maintain electronic land files
- Assist with verifying outside operated division orders
- Lead by example
- Performs other duties as assigned

**Required Skills / Abilities / Qualifications:**

- Proficient in the calculation of interest and have a good working knowledge of death and heirship laws
- Title Review experience – Appalachia (WV, PA, OH) title experience is preferred
- Experience with preparation and analysis of lease documents, assignments, Joint Operating Agreements and other related land agreements.
- Advanced understanding of oil and gas title, lease records and title opinions
- Excellent verbal and written communication skills, interpersonal and conflict resolution skills, and an ability to work in a fast paced and dynamic environment
- Excellent organizational skills and attention to detail
- Strong analytical and problem-solving skills
- Proficient with Microsoft Office Suite and other related software land software such as Quorum 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
- 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:**

- 5+ years of oil and gas division order or land analyst experience, preferably in Appalachia
- This position may also be for Senior Division Order Analyst based on level of experience and skills
- 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 describing work experience to [careers@vickeryenergy.com](mailto:careers@vickeryenergy.com)