



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, including the management, oversight, direction and delegation of any division order analysts. 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; creating and confirming decks, reviewing division order title opinions, identifying and acquiring needed curative measures, directing brokers, confirming royalty payments are timely and accurately paid, interacting with mineral owners, working and clearing 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 extensively in Quorum’s ODA and ODL systems. This position will need to have experience in acquiring, transferring and setting up decks for small and large acquisitions. This is a full-time, in-office position based in Fort Worth, Texas.

Duties / Responsibilities

- Act as the primary liaison between Land and Accounting departments to ensure accurate and timely revenue distribution, ownership recordkeeping, and resolution of discrepancies across systems
- Setup, manage and confirm decks
- Review and analyze 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, royalty payments, pooling/unitization and heirships
- Expertise in calculating net revenue interests and leasehold interests
- Create, maintain, and oversee division order policies and procedures
- 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
- Manage division order responsibilities for non-operated properties, including reviewing outside-operated division orders, tracking ownership changes, coordinating with the Accounting team in JIB variances, and ensuring proper handling of non-consent provisions in accordance with applicable operating agreements
- Answering phone calls and emails related to division order
- Manage and cure suspense funds
- Assist with managing unclaimed property reporting and escheatment obligations
- Ensure compliance with applicable state and federal regulations related to division orders, royalty payment obligations, and owner notifications requirements in WV
- Support internal and external audit activities related to division order records, ensuring documentation is complete and all inquiries are addressed with timely, thorough responses
- Identify and delegate work within department to meet timing obligations
- Create, update and maintain electronic land files
- Lead by example
- Performs other duties as requested

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 Quorum's ODA and ODL 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**](mailto:Careers@vickeryenergy.com)