



JOB DESCRIPTION

Job Title: President and CEO

Supervisor: Board of Directors

Updated: February 2026

The Board of Directors of Wild Rice Electric Cooperative is seeking applicants for President and Chief Executive Officer at our headquarters in Mahanomen, Minnesota.

The pay range for this position is \$150,000-\$240,000 per year. Appropriate compensation will be determined based on a candidate's skills, education, and previous relevant experience.

On behalf of Wild Rice Electric Cooperative, applications are accepted by Minnkota Power Cooperative at Careers@Minnkota.com. Please email a cover letter, resume, and three professional references. Applications will be accepted through Friday, March 27, 2026.

Position Summary

The President and CEO of Wild Rice Electric Cooperative works with the Board of Directors and staff to achieve the Cooperative's vision for the future while following the seven cooperative principles. This includes meeting the electric distribution needs of its members, and working regionally and nationally on key issues. The President and CEO provides leadership and implements strategic plans to promote system reliability and to ensure the Cooperative is responsive to its members, employees, and the changing demands of the electric utility industry. The President and CEO ensures the Cooperative conducts its business in accordance with sound financial management practices, follows the policies and objectives established by the Board of Directors, as well as the Articles of Incorporation and the Bylaws of the Cooperative.

The President and CEO provides direct supervision to the Director of Finance, Director of Member Services and Communications, Director of Operations, and the Director of Human Resources and Administration. The President and CEO reports to a nine-member Board elected by the membership and is responsible for keeping the Board informed of regulatory and political issues affecting the Cooperative, the financial health of the Cooperative, organizational effectiveness, and system reliability.

Essential Responsibilities

1. Overall Leadership: Provides executive leadership and oversight to ensure all departments maintain a high level of expertise and effectiveness. Makes informed decisions, with input from staff, on matters related to the electric distribution system, financial policies and objectives, member service programs, workforce performance, and overall operations of the Cooperative.
2. Board Relations and Support: Attends and participates in regular meetings of the Board and submits items for Board consideration as appropriate. Administers Board policies and carries out Board directives. Educates, or arranges for education of, Board members on subjects of importance to the Cooperative. Recommends short- and long-range strategies to maintain financial health, reliable power supply, adequate plant, and efficient operations. Administers the wage and salary program and recommends compensation levels, employee benefits, and employee training and development programs to the Board for approval.

3. **Positive Work Environment:** Promotes employee engagement by encouraging participation and the sharing of ideas. Utilizes appropriate delegation methods to maximize organizational performance. Ensures appropriate training and development programs are in place to support employee growth, succession planning, and a strong culture of safety.
4. **Annual Work Plan and Budget:** Responsible for the development and management of the annual work plan and budget and assists in all phases of the budget process. Works with department heads on departmental planning, goal setting, budget development and monitoring, and presentation to the Board for approval. Works with other entities that provide accounting and financial resources to the Cooperative.
5. **Labor and Employee Relations:** Participates in contract negotiations, labor/management meetings and the administration of Collective Bargaining Agreements in consultation with the Board of Directors.
6. **Meeting Attendance and Representation:** Represents the Cooperative at operational meetings of Minnkota Power Cooperative, subsidiaries, and other local, regional and national organizations.
7. **Professional Relationships:** Develops and maintains positive working relationships with appropriate officials at the local, county, state and federal level to promote the needs and objectives of the Cooperative.
8. **Member and Community Relations:** Ensures the Cooperative proactively communicates with, and effectively responds to, the needs of its diverse membership. Develops appropriate member programs, and creates and maintains the Cooperative's presence in relevant community organizations. Encourages and supports Cooperative and employee participation in selected community activities.
9. **Responsibility for Confidential Matters:** Handles sensitive information related to personnel records, compensation, board matters, and labor negotiations. Maintains strict confidentiality in all matters, exercising discretion and professionalism at all times.

Qualifications

1. **Knowledge/Skills/Abilities:**
 - Comprehensive knowledge of electric utility systems including cooperative accounting and finance, operations, power resources, management, planning, electric maintenance and construction, and personnel administration.
 - Knowledge and understanding of issues affecting the electric industry in the upper Midwest is desirable.
 - Strong and effective skills in oral and written communication, public presentations to diverse audiences, proven leadership, and independent judgment.
 - Ability to build and maintain trust and a positive working relationship with the Board of Directors, Cooperative members, employees, consultants, community leaders, statewide and national organizations, and other utilities and agencies.
2. **Experience/Education:**
 - Bachelor of Science degree in Engineering, Business Administration or Accounting is preferred, along with the required knowledge, skills and abilities necessary to perform the duties of the President and CEO.
 - Minimum of five (5) years' experience in electric utility finance, system operations, member relations, human resources, or engineering.

- Minimum of five (5) years' experience in senior-level management.
- Strong leadership, interpersonal, and communication skills are essential to success in this role.

Additional Information

Must have the ability to obtain a valid Minnesota State Driver's License. Travel is required to meet the requirements of the Cooperative. The President and CEO's presence is expected at meetings locally, regionally and nationally. The President and CEO's place of residence may be subject to requirements established by the Board of Directors. The above is not meant to be all-inclusive and requirements may change according to the demands of this position.

Total Rewards

Wild Rice Electric Cooperative supports employees through a strong total compensation package that includes a competitive pay and benefits package. The cooperative offers:

- Medical, Dental, and Vision insurance
- Retirement benefits, including 401(k) and NRECA defined benefit plan
- Life and long-term disability insurance
- Paid time off, including holidays, vacation, sick and bereavement leave
- Voluntary supplemental insurance options
- State and federally required benefits, including Minnesota Paid Family and Medical Leave

Wild Rice Electric is an equal opportunity provider and employer.