

**SHARED GENERAL MANAGER/ CEO
SOUTH CENTRAL ELECTRIC ASSOCIATION AND
REDWOOD ELECTRIC COOPERATIVE**

South Central Electric Association (SCEA) and Redwood Electric Cooperative (REC) seek a strong leader to replace their shared retiring General Manager.

SCEA and REC are located in a prime agricultural area in southern Minnesota. The majority of their member customers are rural residential with some small and larger commercial members. SCEA serves two ethanol production facilities and REC serves one ethanol production facility. Both cooperatives were founded in 1938 and have been operating continuously and independently since that time, having shared a manager for the past 25 years.

SCEA is a member owned electric distribution cooperative which serves approximately 6,000 members in several counties in south central and southwest Minnesota with its headquarters located in St. James, Minnesota. SCEA's gross operating revenues in 2024 were over \$20 million dollars and SCEA has \$90 million dollars in total plant investment.

REC is a member owned electric distribution cooperation which serves approximately 4,500 members in southwest Minnesota. REC gross operating revenues in 2024 were over \$15 million and REC has over \$46 million dollars in total plant investment.

REC and SCEA have a management alliance agreement in place whereby one manager manages both cooperatives, managed by a joint committee comprised of equal representation from both cooperative's boards of directors. The successful candidate would be General Manager of both cooperatives, as independent organizations.

The cooperatives offer an excellent NRECA benefits package and salary commensurate with qualifications and experience. Expected salary range, dependent upon qualifications is \$140,000 to \$240,000. The manager should be available to start by July 1, 2025. Please e-mail a complete package including cover letter, resume, recent salary history, along with 3 professional references no later than January 31, 2025, to:

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Position Summary Details:

The shared General Manager is responsible for the day-to-day management, administration, operation, coordination and control of all essential functions of the Cooperatives. These duties are to be conducted in an effective, efficient and professional manner consistent with the established policies, strategic plan, and business objectives as adopted and delegated by the Board of Directors for each cooperative. This position will develop and influence contracts, programs and information that will contribute to a positive image for the Cooperatives among members, employees, elected officials, local communities and general public. Each Co-op board may develop job descriptions specific to their co-op, but generally the ideal candidate will have the following abilities:

Key Duties and Responsibilities:

- Provides vision, advice and assistance to the Board of Directors concerning industry trends, strategic planning, business objectives, and policy needs that will advance the Cooperative's mission and provide effective guidance for the operation of the utility.
- Serves as the principal representative for the Cooperative with the primary responsibility to establish constructive and positive relationships with members, employees, labor unions, lending institutions, industry associations, legislative bodies, community leaders, and civic and community organizations.
- Create and maintain a safety first culture that motivates employees to engage in work practices that avoid accidents and injuries; and to educate members regarding the safe use of electricity.
- Ensures that the Cooperative's organization structure is adequate to efficiently respond to operational requirements and objectives. Provides Board of Directors with well-defined recommendations that facilitate sound and informed decisions and that support a high standard of corporate governance.
- Serving as an example for all employees, sets a standard of conduct and professionalism that represents the Cooperative favorably with members, the community, and industry. Places special emphasis on a high degree of corporate, professional and individual ethics and integrity.
- Initiates opportunities with the management team and employees to share and discuss industry trends and current affairs that have the potential to affect the Cooperative. Motivates employees to achieve higher standards of service and to enhance the Cooperative's financial performance using innovation and state-of-the-art equipment and techniques.
- In collaboration with the President of the Board of Directors, develops the agenda for board meetings. Prepares information that provides relevant background on each agenda topic. Ensures that board meetings are conducted in an efficient and professional manner, facilitates participation of management team, consultants, and other persons that contribute to the agenda.
- Assists and supports the Board of Directors in developing goals, policies, and plans to support strategic planning.

- Informs Board of Directors of educational opportunities that will contribute to their knowledge of industry issues and trends.
- Directs the development of the annual operating and capital budget, ensuring that the proposed budget addresses operational, service reliability, strategic and financial objectives. Following the adoption of the annual budget by the Board of Directors, monitors implementation of programs, activities and expenditures to ensure they conform to the budget.
- Delegates responsibilities to members of the management team consistent with the Cooperative's organization structure, policies and practices; that conform with sound business judgment.
- Ensures that all employees are aware of the Cooperative's mission, goals and objectives; and that employees work to perform their duties and responsibilities toward the accomplishment of the mission, goals and objectives. Maintains a supportive relationship with the Cooperative's employees.
- Establishes objectives and plans to address the professional development, education and training of employees to enhance and maintain employees' competencies and skills essential to address members' needs and industry trends
- Ensures that human resource policies reflect current conditions and that policies are implemented in a fair and consistent manner.
- Establishes guiding principles for employee recruitment, hiring, promotion, demotion and termination; ensuring that practices are implemented fairly and consistently and comply with applicable laws and regulations.
- Ensures that the Cooperative has effective programs that educate and inform members on current industry issues and other affairs that affect the Cooperative.
- Personally, and readily communicates with members and resolves issues as needed.
- Monitors the planning for the Cooperative's District Meetings and Annual Meeting. Participates in the meetings including providing an oral report and answer members' questions.
- Keeps fully informed and maintains a comprehensive knowledge of all industry issues, related current affairs, and legislative initiatives and proposals that have the potential to affect the Cooperative. Actively participates in the activities of state, regional and national industry organizations to advocate and promote the Cooperative's interests.
- Maintains positive working relationships with energy providers to the co-op and is engaged with local and national cooperative organizations as appropriate.

Qualifications/Skills:

- Bachelor's degree preferred, preferably in Business Administration, Economics, Engineering, Agriculture or similar field of study. In lieu of a bachelor's degree, a combination of college level technical or short courses and a minimum of 10 years' experience in a related position within the electric utility industry. Consideration of experience will be evaluated based upon involvement in management functions with particular emphasis on results, direction, and organization control.

- Background in electric cooperatives or the electric utility industry is desirable. Leadership with public, consumer, or community group(s) is also desirable.
- Understanding of the Board of Directors/General Manager relationship; and the connection between the Cooperative and its members.
- Applicants should possess a broad knowledge of electric distribution system management
- Excellent communication skills (written and oral), proven leadership ability, and a strong commitment to teamwork and cooperative principles are required.
- Must be able to develop plans, programs, budgets, procedures, and reports in assigned areas of responsibility and identify and achieve measurable performance criteria.
- Must have the ability to effectively exercise supervisory and functional authority with requisite interpersonal skills.
- Must maintain confidentiality with sensitive information. Must be able to work calmly and effectively under pressure.
- Must be flexible to adjust to constantly changing schedules and demands.
- Maintains thorough working knowledge of cooperative bylaws, policies, procedures, and safety manual.
- Must attend periodic seminars, training programs, conferences, civic and professional events which will involve overnight travel obligations.

Physical Demands:

- Frequently operates standard office machines to include computer, copy machine, and fax. Frequent use of office machines requiring touch and vision.
- Normal work environment is 80% indoor in normal office conditions / 20% travel for civic and professional events, conferences, member meetings, service area visits, etc.
- Work of unusual hours could be mandatory in cases of severe storms, system problems.