IEA

Innovative Energy Alliance Cooperative

Co-General Manager/CEO
Position Description
Approved: June 27, 2022

NRECA Job Code:	11-1111	FLSA Status:	Full-time Exempt
Department:	Management	Location:	TBD
Reports To:	IEA Board of Directors KEM Board of Directors Maintenance Solutions Board of Directors Mor-Gran-Sou Board of Directors Roughrider Board of Directors Slope Board of Directors WDUS Holdings Board of Directors	Supervises:	Cooperative Senior Staff

DISCLAIMER: THIS IS NOT INTENDED TO CREATE A CONTRACT OR BE AN ALL-INCLUSIVE LIST OF DUTIES. THIS DESCRIPTION MAY BE CHANGED AT ANY TIME WITHOUT NOTICE. IN ORDER TO MAXIMIZE FLEXIBILITY AND EFFICIENCY, EMPLOYEES MAY BE ASSIGNED ADDITIONAL DUTIES AS DEEMED NECESSARY.

PURPOSE FOR THE POSITION:

This position provides leadership, advice, and assistance to the various boards of directors concerning industry changes, strategic planning, business objectives, and policy needs that will support IEA's mission, vision, and values while providing effective guidelines for business operations now and in the future.

QUALIFICATIONS AND EXPERIENCE:

To serve effectively in this position, the incumbent must have a bachelor's degree from an accredited university in a related field and a minimum of five years senior management experience or in lieu of a bachelor's degree, a minimum of twelve years senior management experience. Senior management experience should include long and short-range planning, finance, operations and supervision, or equivalent experience. Requires the ability to interpret union contracts, agreements, and administrative policies. A master's degree from an accredited university in a related field preferred.

This position requires knowledge of principles and practices of RUS Uniform System of Accounts; good working knowledge of NISC software preferred; knowledge of RUS construction specifications and work order accounting; supervisory training and/or experience; and use of appropriate methods and means of dealing with human behavior situations in a variety of business circumstances.

Communication skills, leadership ability, and a personality that combines a high quality of diplomacy, ambition, and initiative, along with a high degree of self-motivation are required. It is necessary that the incumbent possess the ability to work with all levels of personnel in the organization and to be an effective advocate for the Cooperative in both public and private settings. Demonstrated managerial capabilities, leadership skills, and effective oral and written communication skills are also required. Must have valid North Dakota driver's license.

CORE COMPETENCIES:

- Continually develop and recommend more efficient and effective ways of carrying out the duties and responsibilities of the position.
- Review and abide by established policies and procedures of IEA, the cooperatives, and associated entities.
- Promote teamwork through communication, cooperation, and patience. Treat co-workers in a respectful, considerate, and professional manner and consider the opinions and personal needs of others.
- Accept and adapt positively to changes in the position within IEA, the cooperatives, and associated entities. Develop a commitment to accept ongoing change.

- Be a positive influence within and outside IEA, the cooperatives, and associated entities.
- Support IEA's mission by staying current with information to cultivate and positively project IEA's philosophy.
- Provide leadership that stimulates a high standard of morale among employees of the office by use of team spirit and enthusiasm.
- Accept responsibility for the duties of the position. Work diligently toward complete and accurate work.

LEADERSHIP COMPETENCIES:

- Co-Management Abilities: Demonstrates the commitment and aptitude to work in partnership with the current Co-General Manager/CEO.
- Vision and Strategic Orientation: Communicates expectations, goals, and vision while providing clarity and promoting curiosity and excitement.
- Lead Change and Manage Risk: Ability to lead change and manage risk incorporating high levels of accountability across the organization.
- Exceptional Communication Skills: Effective and patient communicator with high interpersonal and relationship-building skills who can partner effectively with the various boards, leadership team, and employees while supporting mutual understanding.
- Ability to Develop Others: Demonstrates a commitment to employee growth and development; mentors and coaches direct reports while promoting on-going two-way feedback for all levels of staffing.
- Strong Focus on Safety: Upholds and provides focus on the safety standards of the cooperatives.
- Results Driven: Consistently demonstrates ability to promote and generate cooperation among the boards of directors and staff to achieve collective outcomes.
- Commitment to Cooperative Values: Acts in ways that put IEA's values and principals above one's own personal needs.
- Integrity and Courage: Consistently conducts themselves in a professional and highly ethical manner.
- Strong Focus on Financial Issues: Fluent with financial metrics and have a detailed understanding of the key financial opportunities as well as financial risks and budget process.
- Industry Leadership: Internal, external and industry leader with a desire to build meaningful relationships with regulatory and legislative parties. Participate in local, state, and nationwide trade and industry-related organizations.
- Member Focus: Anticipates inquiries and is proactive - not reactive - to the needs and concerns of cooperative members.
- Analytical Thinking and Decision Making: Innovative and hands-on leader who thinks like an owner of the business, using fact-based decision-making process supported by data and sound decision methodology.

ESSENTIAL JOB FUNCTIONS:

1. Manage the cooperative so all members within the IEA cooperative family are provided with an adequate, dependable supply of electric power and energy and innovative services at a reasonable price, consistent with a stable financial structure and highest standard of service in accordance with the cooperative ideals and objectives as approved by the boards of directors.
2. Direct the transmission and distribution of electricity to meet member demands, financial planning, development of administrative procedures, and representation of the IEA cooperative family on a local and national level.
3. Inform and council the boards of directors to enable them to effectively carry out their responsibilities and functions; develop personnel, methods, plans, and the IEA cooperative family organization; manage the affairs of the IEA cooperative family in accordance with the viewpoints, objectives, and policies of the boards of directors.

4. Keep the boards of directors informed of major developments related to operations, legislation and regulations, future planning, and other activities, and provide recommendations on policy matters.
5. Plan and prepare agendas for regular and special meetings of the boards of directors; consult with senior staff to plan programs for the IEA cooperative family annual meetings and present to the boards of directors for approval: plan and develop, with staff assistance, reports to the boards of directors, and when appropriate, to the members.
6. Provide leadership and effective administration of a well-planned organization; ensure adequate pay, safe working conditions, reasonable job security, and the opportunity for every employee to develop, improve and advance within their demonstrated capacities.
7. Through staff, direct the activities of IEA cooperative family employees; responsible for selecting and developing the senior management team and providing for orderly management succession.
8. Initiate, plan and develop with senior operations and engineering staff, the long- and short-range engineering studies and plans involving power supply to recommend changes in electric service rates to the boards of directors; study, plan and develop with senior staff the organization structure, staffing requirements and facilities required to carry out the operations of the IEA cooperative family, making recommendations to, and securing approval, if necessary, from the boards of directors.
9. Direct the development of the annual construction and operating budget with senior staff, based on long- and short-range financial forecasts, to make recommendations to the boards of directors.
10. Manage diverse functions and operation with an enhanced awareness of cost efficiency and safety.
11. Maintain constant liaison with members, statewide rural electric associations, local, state, regional and federal trade associations, legislators and political parties, and labor and agriculture groups to assist and strengthen cooperative efforts and to maintain and strengthen IEA cooperative family influence of legislative and regulatory developments as well as in the development of policies and strategies that can attract broad-based political support in a bi-partisan manner.
12. Provide a strategic industry prospective for the initiation and conduct of planning and decision-making necessitated by industry developments; represent the IEA cooperative family in regional transmission organizations and industry associations.
13. Foster and develop member and public understanding and acceptance of the cooperative's objectives, plans and programs; gain acceptance of the IEA family cooperatives/subsidiaries as responsible members of the business community.

TYPICAL PHYSICAL/MENTAL/ENVIRONMENTAL REQUIREMENTS:

This position requires frequent sitting, standing, walking, and use of keyboard/computer; and occasional bending, kneeling, reaching, and lifting to 10 pounds. Requires finger dexterity, good hearing and speaking abilities, ability to analyze data and reports, conduct research, and implement recommendations. Must be able to develop plans, procedures and goals, present information to others, and complete work in stressful situations. May require air travel or driving a motor vehicle.

REMARKS: This position is an "At Will Position" as defined by the State of North Dakota. This means employment can be terminated at any time with or without cause and with or without notice. I have read my Position Description and understand my assigned responsibilities and have been given a copy of this Position Description. I also certify by my signature below that I can perform the essential functions of this position description either with or without a reasonable accommodation.

Accepted by: _____ _____
Employee *Date*

Approved by: _____ _____
Board Chair *Date*