



**Job Title:** Chief Executive Officer  
**Location:** Riverton, WY  
**Job Type:** Full Time

**Open Date:** 06/30/2025  
**Closing Date:** 07/31/2025

High Plains Power, Inc. is seeking to fill the position of Chief Executive Officer. High Plains Power is a non-profit, member-owned rural electric distribution cooperative with approximately 12,500 square miles of territory and 4,510 miles of line, serving 10,000 members and 14,000 meters, in Central Wyoming. High Plains Power's headquarters is located in Riverton, Wyoming and has outposts in Dubois, Thermopolis, and Casper. Riverton and the surrounding areas are great places to spend free time and raise a family, with thousands of acres of hunting, fishing areas, outdoor recreation, golf courses, and stunning landscape.

The High Plains Power Board of Directors seeks candidates with demonstrated competence in management and leadership of an electric cooperative. A well-qualified candidate must have strong people skills and a working knowledge of power supply, rates, engineering, proficiency in finance, accounting, safety, and member service. To work effectively with the High Plains Power Board of Directors, the candidate must have a collaborative team-oriented approach to governance, and the ability to bring initiative, innovation, and strategic vision, while presenting a positive organizational image of High Plains Power in interactions with the community, other cooperatives, and the public in general. Successful candidates must have an understanding of the challenges facing rural cooperatives and be committed to addressing the needs of the communities served by High Plains Power.

The Chief Executive Officer is responsible for the overall leadership and management of the Cooperative. This position works in conjunction with the Board of Directors to determine and establish strategic direction and operational policies of the Cooperative. The Board of Directors delegates authority and responsibility to the CEO for planning, organizing, administering, and controlling the operations of the Cooperative. The CEO is responsible and accountable to the Board of Directors for directing the Cooperative in an effective and efficient manner to achieve the goals and objectives of High Plains Power.

While performing duties, this position upholds the High Plains Power Mission while reinforcing the Strategic Goals of the Cooperative. The CEO is ultimately responsible for administering the development and implementation of strategic planning, fiscal accountability and budgeting,

organization forecasting and enhancement, and operational best practices in accordance with the established policies, standards, and objectives of High Plains Power. This position is required to prepare monthly reports and attend monthly board meetings, and, when necessary, present before the Board of Directors, employees, members, and the general public.

### **SALARY AND BENEFITS**

High Plains Power offers a salary that is competitive regionally and commensurate with experience and qualifications, with a benefits package including medical, vision, dental, life insurance, and long-term disability; 401k Pension Plan, Retirement Security Plan, 457b Deferred Compensation Plan, paid holidays, PTO, and tuition reimbursement program.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Works with the Board of Directors to establish the corporate culture, strategic plans, philosophy, goals, and objectives to ensure that the Cooperative is a progressive and leading cooperative within the area, state, and nation.
- Ensures that the Cooperative's activities and operations are conducted in accordance with the bylaws, policies, mission, and goals established by the Board of Directors. Ensures that all legal and regulatory requirements are met.
- Continuously promotes performance improvement throughout the Cooperative. Encourages and motivates employees to constantly seek improvements, simplify processes, and raise performance of the organization while effectively managing costs.
- Maintains accessibility to all employees and members to bring about effective communication of the vision of the Cooperative, its mission, and goals. Works with all parties to develop alignment with the Cooperative's strategic plans, goals, and objectives.
- Organizes and allocates corporate resources for attainment of goals and objectives consistent with the Cooperative's mission, vision, and strategic plans. Establishes appropriate control mechanisms and management systems for personnel, facilities, supplies, equipment, inventory, etc.
- Develops and recommends to the Board of Directors new or updated policies that reduce risk, improve operations, and provide good control.
- Oversees the development of short and long-term plans. Works with the executive staff to complete electrical distribution system studies, engineering work plans, long-term loan applications, power requirements studies, load forecasts, financial forecasts, energy management programs, member and public relations, facility plans, etc.
- Formulates, with executive team, annual work plans and budgets for the Cooperative and recommends to the Board of Directors. Responsible for ensuring compliance with plans and budgets, and reports progress to the Board on a regular basis.
- Continually monitors the Cooperative's costs and revenue requirements and makes recommendations to the Board of Directors as to the level of rates, rate design and structure, and periodic adjustments to ensure the financial integrity of the Cooperative.
- Determines and is responsible for the organizational structure of the Cooperative, the appropriate number of positions, additions, transfers, and reductions in personnel.
- Responsible for the overall administration of the wage and benefit plans, and for recommending periodic adjustments to such plans to the Board for approval.
- Encourages continual learning and training for the Board and employees. Ensures the employees receive the proper education and training for their jobs and promotes cross-

training and succession planning within the organization. Provides the Board with opportunities for training and continued education that will enhance their ability to carry out their responsibilities.

- Stays actively involved with community leaders and local political representatives in the promotion of issues of concern to the communities and the Cooperative. Maintains visibility in the communities while positively promoting the mission and vision of the Cooperative. Works with state and federal political representatives, as well as regulatory agencies, on issues of concern to the Cooperative.
- Responsible for establishing and ensuring a safe working environment and positive culture within the organization.
- Plans, in conjunction with the Board, the annual membership meeting. Works with executive team to carry out the meeting in compliance with the Cooperative's bylaws.
- Stays informed of national and industry trends, and interprets them in terms of desirable developments, expansion, or competitive needs of the Cooperative. Recommends opportunities to the Board of Directors.
- NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree in business administration and/or other related field AND 8 to 10 years progressive work experience with acquired management, financial, and supervisory experience; OR equivalent combination of education and job experience. Preference may be given to applicants with experience in an electric membership cooperative or electric utility.

### **ADDITIONAL SKILLS**

Must possess strong leadership skills and have the ability to clearly and effectively communicate, both verbally and writing, with the Board of Directors, employees, and members. Ability to maintain composure during high stress situations and be skilled at managing varying dispositions of employees and members. Must have advanced organizational skills and sound judgement, showing commitment to the strategic goals of the Cooperative. Ability to partner with community organizations and leaders is required.

### **APPLICATION PACKAGE**

Applications will be accepted through close of business on July 31, 2025. Applicants must complete employment application online at: [Employment Opportunities | High Plains Power](#). While completing the application, applicants must fully complete all sections with relevant information. Please send a cover letter and resume to Human Resources at [smckerchie@highplainspower.org](mailto:smckerchie@highplainspower.org). The cover letter should include why the applicant is seeking the position, why the applicant believes he or she is the best choice for the position, and salary requirements or a requested salary range.