

**PIERCE PEPIN COOPERATIVE SERVICES
SWIFTCURRENT CONNECT
ELLSWORTH, WISCONSIN**

**POSITION OPENING
DIRECTOR OF EXECUTIVE OPERATIONS**

Pierce Pepin Cooperative Services (PPCS) is seeking a **Director of Executive Operations** to serve as a strategic partner to our President & CEO and help drive execution across the organization. We are looking for a highly organized, strategic, and action-oriented leader who enjoys turning ideas into plans and plans into results.

The Director of Executive Operations will work across the organization to keep strategic priorities moving forward, coordinate enterprise initiatives, strengthen accountability, improve organizational processes, and support effective executive and Board operations.

A qualified candidate will be comfortable moving between big-picture strategy and the details required to make it happen. They will ask the right questions, bring people together, establish clear expectations and timelines, identify barriers, and follow through to ensure important work gets done.

Strategic Execution & Enterprise Project Management

Lead the coordination and execution of the Cooperative's strategic priorities by managing planning cycles, tracking key initiatives, establishing milestones, monitoring progress, and helping ensure accountability across the organization. This role will also lead special projects and support executive-level reporting on strategic performance.

Executive & Board Operations

Work closely with the President & CEO and Board of Directors to support effective leadership, governance, and organizational follow-through. This includes coordinating leadership and Board activities, preparing executive materials, tracking action items, anticipating needs, and serving as a trusted resource to senior leadership.

Organizational Effectiveness & Continuous Improvement

Partner with leaders across the Cooperative to improve processes, strengthen accountability, develop performance measures, document procedures, and create greater consistency and efficiency across departments. The Director will help build systems and tools that improve visibility, decision-making, and organizational performance.

Governance, Risk & Administrative Operations

Support strong governance and organizational risk management by coordinating policy reviews, tracking contracts and compliance requirements, identifying risks to strategic priorities, and helping ensure important administrative obligations are completed on time. The role will also provide oversight and coordination related to facilities, vendors, and physical security initiatives.

Leadership Coordination & Organizational Alignment

Serve as an organizational integrator by helping connect people, priorities, information, and resources across the Cooperative. The Director will strengthen collaboration among departments, facilitate cross-functional initiatives, promote accountability, and help leadership maintain focus on the organization's most important priorities.

Qualifications

A bachelor's degree in business administration, Organizational Leadership, Public Administration, Project Management, Communications, or a related field is required, along with at least seven years of progressively responsible experience in leadership, project management, executive support, business operations, or a related area.

The successful candidate will be an exceptional communicator and organizer with strong judgment, discretion, analytical skills, and the ability to influence and build relationships across an organization. Experience working with executive leadership or a Board of Directors is strongly preferred. Utility, electric cooperative, telecommunications, or other regulated-industry experience is preferred but not required.

An MBA, MPA, PMP, CAPM, or other relevant advanced degree or professional certification is preferred.

About the Position

The Director of Executive Operations reports directly to the President & CEO and works closely with senior leadership, department leaders, and the Board of Directors. The position is primarily on-site at PPCS headquarters in Ellsworth, Wisconsin, with limited flexibility for occasional remote work based on organizational needs. Evening Board meetings, occasional community events, and periodic overnight travel are required.

As a community-focused cooperative, residency within or near the PPCS service area is strongly encouraged.

If you are energized by strategy, execution, accountability, collaboration, and making organizations work better, we invite you to apply for the Director of Executive Operations position at Pierce Pepin Cooperative Services.

This position includes competitive compensation and a full benefits package, including 401(k) matching, pension program, PTO and holidays.

A full job description can be found here: <https://piercepepin.coop/careers-ppcs>

To apply, please send your resume and cover letter to Charity Lubich, Chief Administrative Officer, at clubich@piercepepin.coop.