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presents

Executive Director Community Action Partnership of Hennepin County

Ballinger | Leafblad is proud to present the following information on behalf of our client, **Community Action Partnership of Hennepin County (CAP-HC)**, in its search for an **Executive Director**.



Strengthening Community
Eliminating Barriers
Creating Opportunity

presenting our client

Community Action Partnership of Hennepin County

ORGANIZATIONAL OVERVIEW

CAP-HC is a private 501(c)(3), non-profit, nonpartisan organization established in 1986 to offer programs and services that provide opportunities to community members that will help them identify and overcome economic barriers. CAP-HC is part of a national network of over 1,000 authorized community action agencies across the nation. In 2018 CAP-HC will commemorate 32 years of administering programs and services as part of the historic War on Poverty implemented under the Economic Opportunity Act of 1964.

Community Action Partnership of Hennepin County (CAP-HC), works in partnership with communities to reduce the impacts of poverty in Hennepin County through education, resource mobilization, and maximum participation.



CAP-HC is governed by a 21-member Board of Directors. The Board is comprised of a tripartite governance structure of one-third of its membership drawn from elected officials from within the County, one-third is drawn from the public sector representing the business and public life of Hennepin County and one-third represents the low-income communities and neighborhoods of Hennepin County.



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Community Action Partnership of Hennepin County

ORGANIZATIONAL OVERVIEW

CAP-HC has integrated the Three National Goals of Community Action into its mission and goals. These goals are:

- Individuals and families with low incomes are stable and achieve economic security.
- Communities where people with low incomes live are healthy and offer economic opportunity.
- People with low incomes are engaged and active in building opportunities in communities.



CAP-HC programs include:

- Energy Assistance – Assists income-eligible households maintain affordable, continuous and safe-home energy by providing financial assistance towards energy and heating bills.
- Legal Services – monthly legal clinics to provide income-eligible clients with the opportunity to speak with a volunteer attorney.
- Tax Assistance – tax assistance to income eligible individuals and families at locations throughout Hennepin County, IRS volunteers prepare and e-file federal, state and property taxes.
- Financial Counseling – workshops provide households with the tools needed to become more financially secure.
- Food Support – CAP-HC helps individuals and families apply for the county administered Supplemental Nutrition Assistance Program (SNAP), providing them with financial assistance to purchase food.
- Homeownership Services –
 - Home Buyer Education & Counseling - educational workshops help home buyers navigate the road to homeownership
 - Family Assets for Independence in Minnesota (FAIM) – income eligible participants build assets and save money toward the purchase of a home, start of a business, or pursuit of higher education for themselves or a dependent.
 - Foreclosure Prevention Services – help homeowners who are in danger of losing their home due to foreclosure.
- Veterans Program – Supportive Services for Veteran Families (SSVF) provides information and case management to veterans and their families to obtain housing stability, basic needs, and self-sufficiency.
- Housing Stabilization/Homeless Services – assists individuals who are homeless and in a shelter to move into safe, affordable housing and provides case management services to obtain basic needs.

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Community Action Partnership of Hennepin County

- Tenant Rights and Responsibilities Workshops
- Lift-To-Work/Vehicle Repair Program – Lift-To-Work focuses on assisting residents to overcome transportation barriers. Vehicle Repair addresses the high cost of vehicle repairs by providing income eligible clients with financial assistance toward auto repairs and to ensure their vehicle is safe and reliable.
- MNSure Application Assistance – In-person application assistance with MNSure to determine eligibility for Medical Assistance, MinnesotaCare, Tax Credits and Qualified Health Care Plans.

LOCATIONS

Daily (Red Pin)

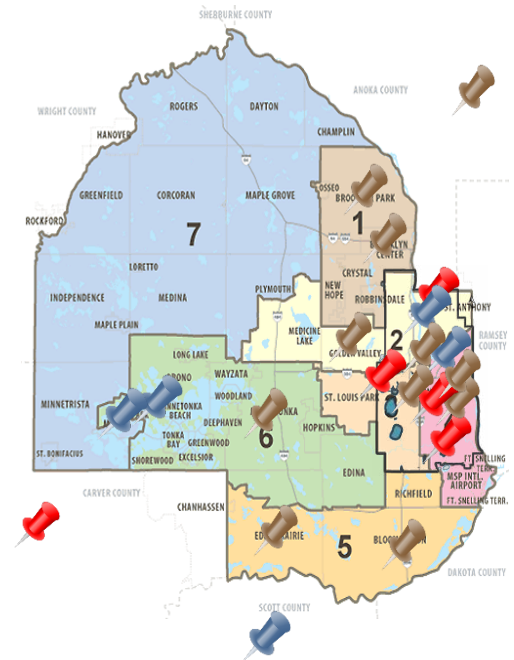
Community Action Partnership of Hennepin County, St. Louis Park
Minnesota Council of Churches, Minneapolis
Sabathani Community Center, Minneapolis
Minneapolis Urban League, Minneapolis
Center for Changing Lives Lutheran Social Service, Minneapolis

Bi-weekly (Blue Pin)

Gillespe Center, Mound
Brian Coyle-Pillsbury United Communities, Minneapolis
We-Can, Mound

Weekly (Brown Pin)

African Immigrant Community Services (AICS), Minneapolis
Community Emergency Services, Minneapolis
Hennepin County Human Service Center South Hub, Minneapolis
ICA Food Shelf, Minnetonka
Minneapolis Public Housing Authority, Minneapolis
North Hennepin Community College, Brooklyn Park
Northwest Family Service Center, Brooklyn Center
PRISM, Golden Valley
People Reaching out to People (PROP), Eden Prairie
Urban Ventures, Minneapolis
Volunteers Enlisted to Assist People (VEAP), Bloomington
Waite House-Pillsbury United Communities, Minneapolis



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MISSION

To ensure a life of dignity and opportunity for those in need throughout Hennepin County”

VALUES

Strengthening Community

Community is the shared responsibility of individuals, families, and institutions, coming together to create community action.

Eliminating Barriers

Hennepin County residents are able to take actions that impact the quality of their lives.

Creating Opportunity

All community members are engaged and active in creating equal access to opportunities in Hennepin County.

PRINCIPLES

- Recognize the complexity of the issues of poverty
- Build local solutions specific to local needs
- Support family stability as a foundation for economic security
- Pursue positive individual, family and community level change
- Maximize involvement of people with low incomes
- Engage local community partners and citizens in solutions
- Leverage state, federal and community resources
- Advocate for systematic change



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Executive Director

OVERVIEW OF POSITION

Reporting to the Governing Board of Directors, the Executive Director is responsible for management and administration of CAP-HC's operations. The Executive Director also serves as the agency's representative to the general public and the community at large, and functions as the liaison between CAP-HC's grantors, governmental representatives, and community partners. The Executive Director also provides significant oversight and guidance to the agency's budgeting and financial management efforts. The Executive Director is responsible for ensuring that CAP-HC continues to find innovative approaches and funding sources for new programs which support the mission and complies with federal and state rules and regulations.

CAP-HC seeks an experienced professional leader who brings a full set of executive abilities to the position. The ideal candidate will possess a demonstrated track record of effective personnel management including leading a team of staff professionals. The candidate must have experience with budgeting, financial management, and financial reporting for an organization with a multi-million dollar budget and diverse funding streams. The ideal candidate will exhibit the ability to work with a twenty-one member governing Board of Directors representing a cross section of the community, and he/she should possess significant experience with Board relations in a reporting relationship. CAP-HC is a highly visible organization in the community, and the Executive Director should be very skilled in public relations, community and media relations.

PRIMARY RESPONSIBILITIES

- Serve as a spokesperson and be a visible leader of the agency by promoting and communicating clearly CAP-HC's mission and goals.
- In partnership with the board of directors, develop and implement the agency's Strategic Plan to support CAP-HC's mission and determine agency's short and long term strategic goals.
- Advise the Board of Directors regarding all financial, programmatic and management challenges facing CAP-HC. Maintain effective working relationships with the Board of Directors and standing committees by providing required information in a timely manner.
- Develop and maintain solid financial operations; work with the board finance committee and staff in budget preparation, ensuring the agency operates within approved budget in compliance with Organizational Standards.
- Responsible for day to day agency operations, supervision and guidance of the leadership team.
- Ensure compliance with the agency's policies and procedures as well as federal and state regulations.

presenting the position of

Executive Director

- Increase CAP-HC's reputation and visibility in the Hennepin County communities it serves.
- Develop and implement a fundraising strategy/plan in partnership with the board of directors and staff.

SUPERVISORY RESPONSIBILITIES

Reporting to the Executive Director are 7 employees. Positions are the Director of Energy Programs, Director of Planning & Development, Director of Program Operations, Director of Finance & Administration, Human Resource Manager, Information Technology and an Executive Assistant.

QUALIFICATIONS

Essential Qualifications

Candidates should have a four-year degree in an applicable field - business, financial management, public administration; master's degree preferred, and 10+ years in a leadership capacity preferably in a nonprofit, business or a community action agency with financial and programmatic responsibilities. An understanding of the Community Action Agency's operations and services; proven record in overseeing nonprofit financial operations; systematic approach to program evaluation, budgeting and reporting extensive related and validated work experience is necessary.

Other Characteristics, Skills, and Abilities

The successful candidate will be team-oriented, a visionary and genuinely passionate about making a difference in the lives of people in need. The Executive Director must set a tone for the agency as a highly ethical, honest, and fair individual whose integrity is beyond reproach. CAP-HC seeks a candidate who will be transparent but discreet with information-sharing, possess a systems-oriented approach and be able to quickly absorb the operational details of a diverse and ever-changing organization. This individual must demonstrate critical competencies in three broad categories:

- commitment to results
- business savvy
- leading change

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Executive Director

Commitment to results: The ideal candidate is a systems thinker who is customer focused and goal driven. This individual identifies relevant information and helps transform this information into individual and organizational knowledge and learning. The Executive Director is action oriented and innovative, and translates broad goals into achievable steps. The Executive Director anticipates and solves problems, is a self-starter and team player.

Business Knowledge: As the Corporation's leader, he/she must have knowledge of and experience in management and administration, including human services, finance, and personnel, planning and evaluation, and governance. Some experience in the field of philanthropy, not-for-profit management and community relations is preferred. Some general knowledge of fund development is also preferred. A high level of personal and public speaking skills is required to make formal, persuasive presentations to groups and to communicate effectively with people from all segments of the community. The individual must be comfortable with diversity and respectful of a wide range of faiths, beliefs and experiences.

Leading change: The Executive Director must possess the skills and abilities of a leader. He/she must be able to effectively address challenging situations, design and implement interventions, and manage change and transition.

COMPENSATION

The compensation package is commensurate with experience and competitive with executive positions at similar nonprofit agencies. It includes participation in the organization's comprehensive benefits plan.

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Executive Director

ADDITIONAL INFORMATION

For additional information and to apply for the position please contact:



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CIVIC SEARCH REIMAGINED

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Hennepin County is the most populous county in Minnesota with a diverse population with unique cultural, ethnic, racial, religious and artistic offerings. The county is comprised of 47 unique cities and townships and unorganized territories in (or partly within) ranging from a developed dense urban core to built-out inner-ring suburbs, to rural agricultural land. Its county seat is Minneapolis, the state's most populous city. The county is named in honor of the 17th-century explorer, Father Louis Hennepin and was officially formed in 1852.



Hennepin, along with Ramsey County, is at the center of the Minneapolis-St. Paul metro area, the 16th most populous metropolitan area in the Country. Hennepin County has a population of 1.2 million people in 504,000 households. Minneapolis, Hennepin County's largest city, has a population of 412,517 and 177,000 households. It is surrounded by Wright, Anoka, Ramsey, Dakota, Scott, and Carver counties.

COMMERCE

Hennepin County has a healthy base of manufacturing, financial, government, health care and entertainment sectors. Many internationally known businesses such as Target Corporation, General Mills, Cargill Corporation, Carlson Companies, US Bancorp, Polaris and UnitedHealth Group are headquartered in Hennepin County. The Mall of America is located in Bloomington, the southernmost city in the county. The MOA is the largest enclosed mall in the United States and includes the amusement park, Nickelodeon Universe.

EDUCATION

Several public and private colleges and universities are located in the county including the University of Minnesota Twin Cities Campus, Augsburg College, , Minneapolis College of Art and Design, Dunwoody College of Technology, Normandale Community College and Hennepin Technical College.

PARKS AND RECREATION



The county includes many acres of public parks, including several in Minneapolis city limits. Minneapolis has the Grand Rounds National Scenic Byway which takes a circular path with about 50 miles of roadway through the city. The Mississippi River winds through the county providing scenic parkways and trails along it. Within Minnehaha Park is the popular Minnehaha Falls. The falls are located on Minnehaha Creek near the creek's confluence

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with the Mississippi River. More than 850,000 people visit Minnehaha Falls each year and it continues to be the most photographed site in Minnesota all year round.



The Three Rivers Park District is a special park district serving the suburban areas of the

Twin Cities including Hennepin County. Three Rivers operates twenty parks and ten regional trails. The Park

District is comprised of nearly 21,000 acres of property and includes wetland, prairie, woodland, and wildlife habitat. The district's policy is at least 80% of the land must be maintained or restored to its natural state with the other 20% of land developed for recreation. Recreational facilities include park buildings, beaches, boat launches, paved hiking and biking trails, and cross-country ski trails. The park system was renamed in 2005 to better reflect the area it serves. Each of the Park District's facilities has watershed that flow into three rivers: The Mississippi, Minnesota and Crow.



ENTERTAINMENT

For those who prefer activity of the spectator variety, Hennepin County is home to several major sports teams: Minnesota Twins, Minnesota Vikings, Minnesota Timberwolves and Minnesota Lynx.



The areas have hosted the World Series, Super Bowl, NCAA Basketball Finals, the USGA U. S. Open, PGA Championships and the Special Olympics. In 2014, Target Field was the setting for baseball's All- star Game. In February 2018, the Super Bowl was played in a newly built state-of-the-art stadium.

But the area has more to offer than participatory and spectator sporting events. There are countless arts and culture offerings here. The Grammy Award-winning Minnesota Orchestra has a reputation as one of the top orchestras in the world.

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Since the early 1960s, the Guthrie Theatre has staged A-plus shows from the classical to the contemporary. There are several theatre venues in the suburban areas for community theatre and other professional presentations including The Old Log Theater in Excelsior, Stages Theater in Hopkins, Artistry Theater in

Bloomington and the Children's Theatre Company in Minneapolis.

The Minneapolis Institute of Arts has a collection of more than 100,000 pieces. The Walker Art Center has been called "possibly the best contemporary art museum in the U. S." by *Newsweek*, and has over 11,000 pieces. The University of Minnesota's Weisman Art Museum is also a contemporary art destination. The Museum of Russian Art has what is believed to be the largest privately owned collection of Russian Realist paintings outside the borders of the former Soviet Union.

