

## ***Position Profile***

***On behalf of our client, Minnesota Community Action Partnership  
(MinnCAP),***

***CohenTaylor Executive Search Services  
is conducting a retained executive search for its***

Executive Director



## Minnesota Community Action Partnership (MinnCAP)

### Fast Facts

- The Minnesota Community Action network is made up of 24 Community Action agencies and 11 Tribal governments
- In **1965** the Minnesota Office of Economic Opportunity was created enabling Minnesota counties to be served by the Community Action Agency
- In **1973** Minnesota Legislature provided the first state funding for Community Action Agencies
- In **2009** the Community Action network was granted **\$1B** in funding
- **10.2%** of Minnesotans live in poverty
- Approximately **2M** hours of volunteer service are donated to MinnCAP annually
- MinnCAP has roughly **3,000** employees across the state

**For more information – visit the Minnesota Community Action Partnership (MinnCAP) website:**  
<https://www.minncap.org/>



### Purpose

To reduce poverty in communities.

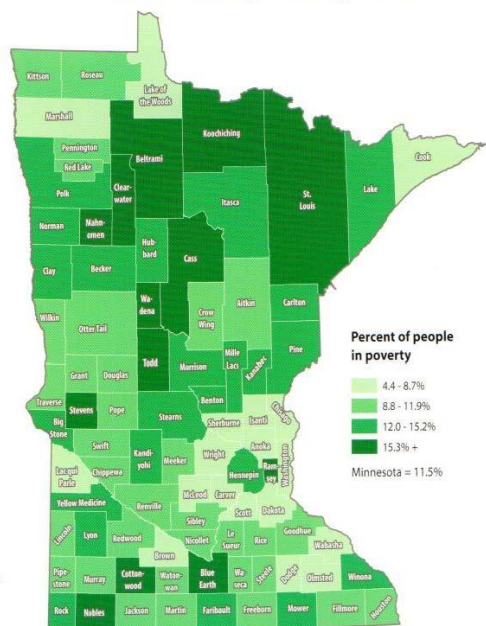
### Mission

Community Action works to better focus available local, private, state, and federal resources to help low-income people acquire useful skills and knowledge, access new opportunities, and achieve economic self-sufficiency.

### The Organization

Minnesota Community Action Partnership (MinnCAP) changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. MinnCAP cares about the entire community and is dedicated to helping people help themselves and each other. MinnCAP provides advocacy, research, training, tools, and support related to a broad range of anti-poverty initiatives led by 24 Community Action member agencies and their communities statewide. Community Action Agencies are unique because of their comprehensive approach to reducing poverty through multifaceted and coordinated programming, community involvement, and strategic partnerships. Ultimately, Community Action Agencies keep people warm and dry, help the unemployed find work, support career advancement, help families and seniors put food on the table, develop communities, give young children a balanced start, and advocate for policy solutions to eliminate poverty in Minnesota.

### Minnesota Poverty Rates by County



Source: U.S. Census Bureau, 2010-2014 American Community Survey 5-Year Estimates



Minnesota Community Action Partnership is made up of member organizations in communities across the state of Minnesota. Our members are Community Action Agencies that offer the last local line of defense for families in need. Community Action Agencies:

- Help people move up in their career ladder (through job training, job search and career development services)
- Keep people warm and dry (through energy assistance and weatherization services)
- Help the unemployed find work (through job training and application assistance)
- Help families and seniors put food on the table (through food shelves and nutrition programs)
- Develop communities (through the creation of affordable housing)
- Give young children a healthy start (through Head Start, crisis nursery and child care programs)
- Help in times of crisis (through emergency housing and financial assistance, counseling and crisis nursery services)
- Advocate for policy solutions that eliminate poverty in Minnesota

### Programs

The Community Action network strives to provide innovative, flexible, local solutions to the problems created by poverty and economic insecurity. Local citizens govern Community Action Agencies in order to encourage maximum feasible participation by those experiencing poverty. Each Community Action Agency provides a unique combination of programming to meet locally determined objectives. Well known programs include:

- Energy Assistance, Weatherization & Energy Conservation
- Head Start, Early Head Start, Child Development Programs & Referrals
- Congregate Dining and Home Delivery of Meals
- Jobs for Youth, Adults & Seniors
- Senior Independent Living Services
- Retired Senior Volunteer Program

- Food Shelves, Nutrition Education Programs, and Supplemental Nutrition Assistance Program
- Housing Construction, Rehabilitation & Assistance
- Family Crisis Services
- Case Management
- Family Assets for Independence in MN
- Financial Education
- Free Tax Preparation, Tax Credit Outreach & Education
- Emergency Shelter & Transitional Housing
- Foreclosure Prevention and Homeownership Support
- Economic Development Business Start-Up
- Advocacy, Education & Outreach
- Transit & Transportation



## The Role

Minnesota Community Action Partnership is seeking its next Executive Director (ED). MinnCAP's new ED must embrace and reflect MinnCAP's core values and have a passion for its mission. The Executive Director is the guiding force behind the vision of the Minnesota Community Action Partnership. By providing coordination of the Minnesota Community Action Agencies, advocating for their mission, and meeting the changing demands of the nonprofit sector, the Executive Director will play a central role in combatting poverty in our communities. The ED should bring significant leadership experience and expertise and have a demonstrated ability to both lead and build the capabilities of a driven, bright, and diverse team of professionals.

### Key Accountabilities:

#### Strategic

- Facilitate annual and multi-year work plans in partnership with the Board of Directors
- With the help of the Executive Committee, the ED will prioritize work plan strategies and make assignments for implementation

#### Leadership

- Work proactively on the staffing and development of the Board of Directors, the Executive Committee, the Legislative Rules Committee of the association, and other ad hoc committees
- Coordinate training, capacity building, and orientation to assist the statewide network
- Support local agencies, acting as a resource through trainings and leadership development
- Develop communication tools and resources, utilize statewide media resources to communicate the successful efforts of Community Action Agencies, conduct media advocacy on issues that reduce poverty in Minnesota
- Compile, interpret, and disseminate poverty research

## Legislative / Public Policy

- Act as bi-partisan advocate with all branches of Minnesota government, particularly the executive and legislative branches, to reduce poverty in Minnesota in conjunction with the Annual Work Plan
- Provide leadership in implementing the public policy platform of the association, especially with the Minnesota legislature and various state departments
- Facilitate relationships with the Minnesota delegation in Congress, federal agencies, and national organizations that can assist with reducing poverty in Minnesota
- Direct the advocacy and messaging of the statewide policy platform including coordinating the involvement of member agencies and low-income people

## Building Partnerships

- Represent the association with selected partners, collaboratives, and coalitions working on common public policy issues. The ED will be representing the association with Mid-America Community Action Association, The National Community Action Partnership, and the National Community Action Foundation

## Financial

- Grow and nurture private and public funding opportunities for the benefit of MinnCAP and local agencies
- Direct the budget and budget-setting process; manage purchasing, contractors, and staff, raise additional resources when needed for special projects



## The Ideal Candidate

The Executive Director should bring significant leadership experience and expertise and have a demonstrated ability to both lead and build the capabilities of a driven, bright, and diverse team of professionals. Minnesota Community Action Partnership is driven by its mission and a sincere desire to reduce poverty and serve those in need. The best fit for this organization is:

- Passionate, hard-working, self-motivated
- Mission-driven with a collaborative style
- Focused, flexible, and a strategic thinker
- Committed to growing both public and private funding opportunities
- Competent working between groups who have differences in culture, political ideology, geographic region, ethnicity, and income level
- An effective communicator- by means of both written and verbal methods
- Comfortable using technology in day-to-day activities
- Able to demonstrate a working knowledge of federal and state funded programs; an individual with prior knowledge of or experience with Community Action Agencies is preferred

**Additional Requirements:**

- Bachelors' degree in human services, social sciences, public administration, education or related fields and has 4 years' experience in related fields. Master's degree preferred
- Minimum of three years' experience in working with elected and appointed officials (Three years' experience with a state legislature desirable)
- Minimum of three years' experience in non-profit administration or equivalent experience, including management supervision



**For more information or to send your credentials, please email [info@cohentaylor.com](mailto:info@cohentaylor.com)**

**All inquiries will remain confidential.**

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.