

**Tri-County Action Program (Tri-CAP), CohenTaylor Executive Search Services is conducting a retained executive search for its Executive Director.**

Tri-CAP is the federally designated community action program for Benton, Sherburne and Stearns counties in Central Minnesota. For more than 50 years, Tri-CAP has been fulfilling its mission to invest in people and build the communities that comprise the tri-county region. The Executive Director will be responsible for providing internal and external leadership for the organization by working with the Board, Tri-CAP Leadership team, and key partners to establish and carry out long- and short- range goals, strategies and plans.

This is an exciting opportunity to assume leadership of a healthy organization with an appetite for continued innovation and growth.

To apply or inquire about the opportunity, email [tricap@cohentaylor.com](mailto:tricap@cohentaylor.com).



# Executive Director

## POSITION PROFILE

On behalf of our client, Tri-County Action Program, CohenTaylor Executive Search Services is conducting a retained executive search for its Executive Director.

## About Tri-County Action Program

Tri-County Action Program, Inc. (Tri-CAP) is the federally designated community action program for Benton, Sherburne and Stearns counties in central Minnesota. Programs administered by the agency may serve one or more counties and in several cases, go beyond the boundaries of the three counties.

Tri-CAP was incorporated in 1965, becoming the first community action program in non-metro Minnesota. For more than 50 years, Tri-CAP has been fulfilling its mission to invest in people and build the communities that comprise the tri-county region of central Minnesota. Through advocacy, outreach, education and assistance, the Tri-CAP team has helped thousands of low- and moderate-income residents achieve and maintain social and economic self-sufficiency and in turn, strengthen the very fabric of the communities served.

Tri-CAP is committed to serving all its communities by always keeping the needs of its customers as the highest priority. The agency is governed by an 18-member volunteer Board of Directors. The Board is made up of one third each elected officials, consumer representatives, and the public-at-large.



For more information, please visit:  
[www.tricap.org](http://www.tricap.org)

### MISSION

To enhance and expand opportunities for the economic and social well being of our residents and our community.

### VISION

To empower and engage residents of our communities to achieve goals of personal self-sufficiency.

### CORE VALUES

**Integrity:** We are recognized as a trusted, respectful, progressive provider of services to the residents of the areas we serve.

**Respect:** We are advocates on behalf of the people we serve and teach them to advocate for themselves and others.

**Collaboration:** We work with funders, community partners and stakeholders to develop strategies for sustainability and support.

**Responsiveness:** We take leadership roles in assessing the needs of the community and scanning the environment around us to continuously reshape our service design to impact the lives of those we serve.

**Equality:** We believe in the preservation of human dignity for all people through full access to the opportunities in our society regardless of ethnic origin, age, gender, religion and socio-economic status and other differences.

## The Executive Director Role

The Executive Director will be responsible for providing leadership for the organization by working with the Board and Tri-CAP Leadership team to establish and carry out long- and short-range goals, strategies and plans in compliance with policies and regulations set forth by the organization and funders. The Executive Director will be responsible for the agency's overall operations.

As Tri-CAP's primary external spokesperson in the community, the Executive Director will have responsibility for building and sustaining positive relationships with a variety of community partners, funders, and customers.

This is an exciting opportunity to assume leadership of a healthy organization with an appetite for continued innovation and growth. The next Executive Director will inherit an organization that is financially healthy, employs a talented, passionate staff and Board of Directors, and has a track record of delivering programs with tangible impact to the lives of individuals in the community.

## Reporting Relationships

The Executive Director reports to the Board of Directors and supervises all Administrative/Department Directors, and indirectly, all employees, interns, and volunteers.



### Tri-CAP AT A GLANCE

- Located in Waite Park, MN, Tri-CAP is the federally designated community action program for Benton, Sherburne and Stearns counties in central Minnesota
- 12,522 individuals served in 2022
- \$13,000,000 revenue in FY23
- 90 total staff members

### Tri-CAP's PROGRAMS

**Basic Needs:** It's hard to think about the future when basic needs of today aren't being met. Tri-CAP helps with housing, energy assistance and nutrition.

**Self Sufficiency:** With a foundation to build on, the next step is to develop/grow economic self-sufficiency. Tri-CAP helps with financial fitness, taxes, and rebuilding lives.

**Building Stability:** The dream of home ownership may be in reach. Tri-CAP helps with FAIM, home ownership, home repair, and weatherization.

**Transportation:** Curb-to-curb transit services available throughout Tri-CAP's service area.

## Key Responsibilities

### Organizational Leadership

- Motivate and lead the Leadership team in the creation, standardization, and improvement of the organization's culture, practices, policies, programs and processes.
- Foster and sustain consistent internal communications to ensure an effective flow of information and to nurture interdepartmental relationships.

### Vision & Strategic Leadership

- Lead and oversee input for strategic planning and goal setting; assure alignment of departmental goals to achieve Tri-CAP's overall mission and champion efforts for ongoing achievements of goals.
- Maintain a fluid organization so it is poised to pursue new opportunities, expand current operations, and to enhance local collaborations on issues and activities that promote the vision of Tri-CAP.

### External Relations

- Promote a positive image of Tri-CAP by serving as an active community leader; maintaining strong working relationships with local organizations, professional groups, and elected officials; and representing Tri-CAP with local, state and federal governments, as well as other private and public agencies.
- Act as an advocate in community for the customers that Tri-CAP serves.

### Fund Development

- Initiate and oversee fund raising activities to sustain, diversify and enhance program activities, capital improvements, and overall cash flow through marketing, outreach efforts, grant writing, and donor relationships.

### Financial & Operations

- Oversee the development and monitoring of budgets as well as the overall financial management of the organization ensuring financial policies are adhered to, adequate internal controls are maintained, and fiscal policy and procedures follow applicable guidelines.
- Oversee protection of agency assets, risk management plan, insurance policies, and technology systems.

### Board Relations

- Provide information, advice, and counsel to the Board of Directors in the creation of policies, programs and strategic direction.

## The Ideal Candidate

The ideal Executive Director candidate will possess the requisite skills and experience needed to provide inspirational leadership, oversee sound nonprofit operations, and lead external engagement on behalf of a \$13M agency with 90 staff. Tri-CAP seeks a strategic and innovative leader who can inspire the organization to continue to grow its impact in community.

The Executive Director should have a four-year degree and eight years' progressive leadership experience that includes administration, budgets, supervision, planning and financial management, or a similar combination of executive leadership and education.

While no one candidate will bring all of the criteria below, the ideal candidate possesses many of the following professional and personal abilities, attributes and experiences.

### Proven experience as:

- An **inspirational and compassionate leader** with the ability to motivate and develop teams.
- A **strategic, visionary** leader with an ability to develop plans, prioritize goals and objectives, and align staff and stakeholders around shared visions.
- An **externally facing** leader and exceptional relationship builder with the ability to influence and gain support from a variety of external stakeholders.
- A **financially responsible** leader experienced in managing complex budgets; experience with government funding and grants is preferred.
- A **nonprofit leader** with experience across program planning, development and monitoring, as well as knowledge of general nonprofit operational management.

### A leader who is:

- Experienced or familiar with the **Community Action** movement preferred, but not required.
- Empathetic with experience, as well as a heart and passion, for **servicing low-income populations**.
- Familiar with **policy and advocacy** at the legislative level and comfortable working with local, state, and federal government agencies.
- Committed to **diversity, equity and inclusion**.
- **Innovative** with a track record of generating new ideas and approaches.
- A **continuous learner** with excellent organizational, process, analytical and problem-solving skills.

## Compensation & Benefits

The salary range for the Executive Director is \$100,000 – \$125,000 commensurate with experience and qualifications. Tri-CAP offers a comprehensive employee benefits package that includes health, dental, life and AD&D insurance coverage, a 403(b)-retirement savings plan, paid time off, and an employee assistance plan offering employees and family members access to counselors and legal services.

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

All inquiries will remain confidential.

*Tri-CAP, Inc. is an equal opportunity/equal access/affirmative action employer, fully committed to achieving a diverse workforce and complies with all Federal and Minnesota State laws, regulation, and executive orders regarding non-discrimination and affirmative action. Our organization will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, gender identity, disability, age, marital status, familial status, membership or activity in a local human rights commission, or status regarding public assistance. We will take affirmative steps to ensure that all our employment practices are free of discrimination. Such employment practices include, but are not limited to, the following: Hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. We will provide reasonable accommodation to applicants and employees with disabilities whenever possible. We also actively recruit women, people of color, and disabled individuals for all open positions.*