

## **Executive Director**

### **Tri-County Community Action Partnership**

Tri-County Community Action Partnership is a non-profit, Community Action Agency serving the tri-county area of Morrison, Todd and Crow Wing counties in central MN. For nearly 50 years, TCCAP has been helping low-income individuals and families achieve economic well-being by providing services in Head Start, Housing, Weatherization, Loans and Savings, Tax Preparation and more.

TCCAP seeks a new leader with a proven history in organizational management who will bring energy and a deep passion for carrying out our anti-poverty mission. The Executive Director must successfully implement the Agency's mission, vision and values and ensure that its current programs operate at a high-quality level while developing new resources and opportunities that will strategically position the Agency for the future. The Executive Director reports to the Board of Directors and assumes responsibility for the day-to-day agency operations ensuring compliance with the Agency's policies as well as state and federal regulations and directives.

The Executive Director must be action-oriented, entrepreneurial, adaptable, and innovative, with a commitment to sound business practices and inter-/intra-agency collaboration. Must possess strong written and verbal communications skills and the ability to inspire, coach and manage a high-performance team and support a dedicated Board of Directors.

#### Minimum Qualifications:

- Bachelors in Business Administration, Public Administration, a Human Services field or other related field is required; a Master's or CCAP (Certified Community Action Professional) credential is preferred.
- A minimum of five years of demonstrated experience in leadership, fiscal management and control of a human services or non-profit program.
- Knowledge of federal and state programs designed to empower low-income individuals and families.
- Strong written and verbal communication skills to communicate clearly and persuasively.
- Current driver's license.
- Ability to pass background check and drug screening.