

Bi-County Community Action Programs, Inc
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Bemidji, MN 56601
www.bicap.org

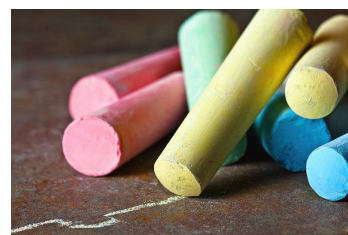
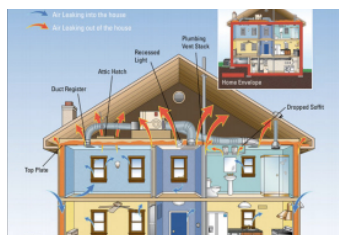
Executive Director Search



Bi-County Community Action Programs, Inc (Bi-CAP) helps low-income people achieve self-sufficiency in Beltrami and Cass Counties in northern Minnesota. Bi-CAP was established in 1966 as part of the national War on Poverty and is one of approximately 1,000 community action programs nationwide that make up the service delivery arm of the federal Office of Economic Opportunity. As a 501c3 nonprofit community action program, Bi-CAP is deeply committed to working collaboratively to address community needs and challenges by building upon local community assets. Bi-CAP's current programs include early childhood education, housing, weatherization, energy assistance, and youth education/employment services.

“Our American answer to poverty is not to make the poor more secure in their poverty but to reach down and to help them lift themselves out of the ruts of poverty and move with the large majority along the high road of hope and prosperity.”

*President Lyndon Johnson
on establishing community action*



BRIEF HISTORY Bi-CAP was formed in 1966 as part of the national War on Poverty. Over the years it has operated a number of programs (Head Start, Housing, Energy Assistance, Weatherization, YouthBuild), helped create and/or spin off programs (Upward Bound, Cass County HRA, community food shelves, Countryside Co-op, senior centers), and coordinated or participated in collaborative efforts to bring more services to the region (Family Homeless Prevention, Long Term Homeless services, Bemidji Area Service Collaborative). Core to its purpose has been Helping People and Changing Lives. Bi-CAP currently has offices in Bemidji, Walker, Blackduck, and Backus.

LEADERSHIP Bi-CAP's 15-member board meets monthly, alternating between Beltrami and Cass Counties. The board carries out much of its work through its committee structure: Finance, Governance, Personnel, Planning & Evaluation, Fundraising/Development. The staff leadership includes program leadership (Head Start Director, Energy Assistance Director, Weatherization Director, Housing Director, Youthbuild Coordinator) and administrative leadership (Office Manager, Fiscal Manager, Human Resources Coordinator).

MISSION Help low-income people in Beltrami and Cass County achieve self-sufficiency.

VALUES **Collaborative** We work to strengthen partnerships and community both inside and outside the organization.

Innovative We develop and support new ways of doing good better. We are resourceful in helping clients, staff, and partners achieve their highest potential.

Compassion We have sympathetic concern for the suffering and misfortune of others.

PURPOSE Help people; change lives; build community.

CULTURE Across the organization, Bi-CAP employees are servant leaders who take initiative, are results-oriented, and exhibit personal credibility.

COMMUNITY Located on the shore of Lake Bemidji, Bi-CAP's service area is surrounded by natural beauty. Bemidji State Park is just a short walk from Bi-CAP's administrative office. The Chippewa National Forest has over 1,300 lakes and 900 miles of rivers and streams and extends through Beltrami, Cass, and neighboring Itasca County. The mighty Mississippi River gets its start nearby. Aspen, birch, pine, balsam and maple provide room for the highest density of nesting pairs of bald eagle in the lower 48 states. The 115-mile paved Paul Bunyan State Trail is connected to the Loop the Lake trail at Bi-CAP's front door.

Leech Lake Reservation, White Earth Reservation, and Red Lake Nation add a rich Native American cultural heritage to the region with powwows, art, music, dance, traditional foods, and a deep commitment to the land and water.

Leech Lake Tribal College, Bemidji State University, Oak Hills Christian College, and Northwest Technical College provide a breadth of educational experiences.

The region boasts a strong and collaborative nonprofit sector and active volunteerism.

EXECUTIVE DIRECTOR POSITION

Bi-CAP seeks a strategic and collaborative visionary as its next executive director to lead the organization in its effort to stop the generational cycle of poverty through prevention, education, and asset-building, while respectfully attending to cultural difference in the communities it serves. The ideal candidate has significant management/supervisory experience and a deep commitment to Bi-CAP's mission of helping low-income people achieve self-sufficiency. The executive director is responsible for the programmatic leadership, strategic planning, fundraising, financial oversight, and overall management of the organization and its collaborative partnerships. The position reports to the Board of Directors and works collaboratively with a network of community partners across the two counties. Bi-CAP offers a competitive salary and benefits package commensurate with experience.

PRIMARY RESPONSIBILITIES

1. **Strategic Planning:** Sets and evaluates goals, measures outcomes, evaluates progress, reports to stakeholders, and ensures the organization continually moves forward on achieving its mission.
2. **Management:** Oversees the work of approximately 120 employees and a budget of nearly \$10 million across two counties and several issue areas.
3. **Public Relations:** Develops strategic relationships and meaningful partnerships with media, funders, elected officials, and community partners.

REQUIRED LEADERSHIP CHARACTERISTICS

Collaborative. Ability to develop, maintain, and nurture relationships both inside and outside the organization; actively seeks out opportunities to learn from and work effectively across difference (race, culture, education, personality, life experience, etc)

Strategic Thinker. Ability to analyze organizational strengths and weakness, contextualize them within broader opportunities and threats, and develop strategic priorities to move the organization forward in achieving its mission.

Results Oriented. Has a strong sense of urgency about solving problems; develops challenging but achievable goals; inspires self and others to meet and exceed goals.

Personal Credibility. As the face of the organization, Bi-CAP's executive director must be abundantly trustworthy, reliable, and responsible.

REQUIRED EXPERIENCE / SKILLS / EDUCATION

- ✦ Senior level leadership experience (min 5 years)
- ✦ Demonstrated commitment to Bi-CAP's mission
- ✦ Cultural diversity and inclusion
- ✦ Direct supervisory experience

PREFERRED EXPERIENCE / SKILLS / EDUCATION

- ✦ Nonprofit management
- ✦ Working with people in poverty
- ✦ Overseeing a budget of over \$5 million
- ✦ Strong written/oral communication
- ✦ Government relations
- ✦ Fundraising and donor relations
- ✦ Grants management
- ✦ Program development / evaluation
- ✦ Masters degree
- ✦ CCAP certification

APPLICATION INSTRUCTIONS

Contact Jessica Wade, HR Coordinator, at jessica.wade@bicap.org for an application packet. Application deadline: October 28, 2016.