



Opportunity Profile

Executive Search for:

Human Resources Director



Human Resources Director

CAPLP – Lakes & Prairies Community Action Partnership
Moorhead, MN Area

About Lakes & Prairies Community Action Partnership (CAPLP)

Lakes & Prairies Community Action Partnership (CAPLP) provides a wide array of programs and services that are designed to meet the unique needs of the children, families, and seniors that live in the communities served by CAPLP. The four main divisions include: Head Start, Housing, Economic Empowerment, and Child Care Connections. All programs and services work together to help achieve the mission to Eliminate Poverty, Empower Families, and Engage Communities. CAPLP believes in a holistic approach to helping people build a better future for families.

CAPLP is part of a national network of Community Action Agencies that work together as America's Poverty Fighting Network. This work is guided by the Promise of Community Action which is: *“Community Action changes people's lives, and embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.*

About the Opportunity

CAPLP is seeking a Human Resources Director who is a mission-driven, strategic leader, focused on organizational excellence, talent management, ensuring compliance, and community & employee engagement in an environment that champions diversity, equity, inclusion, belonging, and agency core values. Most importantly, this individual must have a passion for and a drive to represent and enhance the mission and impact of CAPLP.

CAPLP's Core Values: Raise the Bar, Be Brave, Do the Right Thing, Care for Each Other, and Help People.

KEY RESPONSIBILITIES TO ACHIEVE SUCCESS

Leadership

Provide strategic leadership and guidance in the development and implementation of progressive HR strategies that align with the agency's goals and mission in an approachable and collaborative manner.

Culture and Core Values

Actively promote and embody CAPLP's mission, culture, and core values, inspiring staff to cultivate an innovative, relationship-based, and respectful work environment, while fostering an inclusive and collaborative CAPLP culture that reflects these principles in all operations and interactions.

Diversity, Equity, Inclusion, and Belonging

Champion diversity, equity, inclusion, and belonging initiatives to create a workforce that reflects the diversity of the community served and an environment where all employees feel valued and included.

Compliance

Ensure that CAPLP's HR practices and policies comply with all relevant employment laws, regulations, and standards, minimizing risk and upholding ethical standards.

Talent and Performance Management

Provide progressive leadership in all stages of employment to ensure professional and personal growth, accountability, and engagement for all employees.

Organizational Excellence

Drive organizational excellence by initiating innovative and creative HR solutions and systems that enhance operational efficiency, employee productivity, and overall effectiveness, including oversight of salary and benefit administration.

Community Engagement & Advocacy

Serve as a brand ambassador for CAPLP, actively engaging with and advocating for the community, championing the Community Action movement, and building partnerships that represent the agency's interests and values to enhance its impact and reach.

REQUIREMENTS OF THE POSITION

- Effective leadership and management skills with the ability to inspire others
- Strong communication skills, with the ability to work effectively with people at all levels of the organization
- High level of initiation, motivation, and setting personal standards of excellence and ongoing performance improvement.
- Proven results in developing and implementing an effective strategy.
- Working knowledge of compensation and benefit programs
- Bachelor's degree in Human Resources or related management field required.

Preferred Skills and Abilities

- Minimum of 5+ years of proven human resource leadership experience
- PHR/SPHR Human Resource designation preferred

COMPENSATION AND BENEFITS

The comprehensive benefits package for this position includes:

- Competitive salary based on experience starting at \$98K+
- Health, Dental, Vision Insurance
- Flexible Spending Account
- Health Savings Account
- 403(b) Retirement Savings Plan
- Life Insurance
- Long Term Disability
- Earned Time Accrual + Twelve (12) paid holidays
- Employee Assistance Program

THE SEARCH

Sagency, a Fargo, ND executive search and leadership consulting firm, has been retained by Lakes and Prairies Community Action Partnership (CAPLP) to conduct this search for Human Resources Director. Sagency consultants will review and evaluate all interested parties to help our client review a final group for consideration.

The search will be conducted in a professional manner and all potential candidates will be given consideration. Candidate conversations and information will be handled with great discretion and confidentiality. Sagency and our client are equal-opportunity employers.

If after reading this Opportunity Profile you believe your experience, skills, and passion may be a strong match for this role, we would like to engage with you. Please read below for the first part of the application and selection process.

THE APPLICATION AND SELECTION PROCESS

Step 1: Interested candidates complete the online application available at [Apply to Human Resources Director at CAPLP](#)

- Submit a cover letter and resume.
- The online application will be posted until the position is filled. If you are interested in the position, please inquire as soon as possible.

Step 2: A Sagency Search Consultant will schedule a 60-minute interview with specific candidates.

Step 3: After this initial interview process with Sagency, qualified candidates may be asked to complete an online assessment prior to scheduling an interview with our client.

Step 4: First round interviews with our client.

Thank you for your time and interest in this position.