



Community **Action**
Partnership of Ramsey
& Washington Counties

CHIEF EXECUTIVE OFFICER



APPLY NOW

CAPRW.ORG

HUMANRESOURCES@CAPRW.ORG

THE OPPORTUNITY

Community Action Partnership of Ramsey and Washington Counties (CAPRW) seeks a Chief Executive Officer who will advance its mission to invest in people experiencing poverty to build generational prosperity. Reporting to the Board of Directors, the CEO will lead the agency's programs, people, finances, partnerships, and public voice. This is an opportunity for a mission-driven executive to turn a board-approved strategy into measurable results, strengthen a cohesive leadership team, and build lasting relationships with staff, participants, community partners, and funders. The next CEO will bring steady leadership to a complex, publicly funded organization while expanding the flexible resources that support community priorities.

CAPRW is seeking a leader who earns trust through honest communication, visible presence, fair decisions, effective delegation, and follow-through. Success will require both strategic judgment and the ability to help experienced leaders work together across programs and departments.



ABOUT CAPRW

CAPRW is a 501(c)(3) nonprofit organization serving people experiencing poverty in Ramsey and Washington counties. Our programs address the root causes of poverty and support people in pursuing stability and opportunity with dignity and self-determination.

Services include Head Start and Early Head Start, Financial Opportunities, Energy Assistance, and Energy Conservation. Together, these programs connect families with early childhood development and learning, tools for financial independence, and support to pay home energy bills and reduce energy costs.

OUR MISSION & VISION

Mission: Invest in people experiencing poverty to build generational prosperity.

Vision: Create thriving communities where empowered people have access to opportunities.

OUR VALUES

Recognize the self-determination and inherent power of people.

Be boldly accountable and transparent.

Serve with humility and compassion.

Change systems to heal communities.

LEADERSHIP PRIORITIES

The CEO will connect community priorities, agency strategy, and available resources so that staff and leaders can deliver meaningful results for participants. The role's central priorities are outlined below.

Execute strategy with community accountability

Lead implementation of the current board-approved strategic plan through annual priorities, accountable executive owners, milestones, measures, and aligned resources. Use community strengths and needs assessments, participant feedback, and program data to guide decisions and future planning. Apply Results Oriented Management and Accountability (ROMA) principles and Community Services Block Grant (CSBG) organizational standards with qualified staff.

Build trust and strengthen executive leadership

Develop a stable, cohesive senior leadership team with clear decision authority and shared performance expectations. Be accessible across programs and locations, explain difficult decisions and constraints, invite input, and follow through on commitments. Lead change with empathy and decisiveness, address conflict fairly, and maintain safe routes for concerns and appropriate independent review. Strengthen staff development, supervisory practices, equitable recruitment and retention, labor relations, and succession planning.

Steward finances and strengthen operations

Partner with the CFO and senior team to align budgets with strategic priorities, protect restricted and unrestricted funds, monitor cash flow and reserves, and maintain sound internal controls. Oversee grant compliance through qualified program and finance leaders and promptly escalate material risks. Evaluate the sustainability and impact of services and proposed pilots, and strengthen systems for service quality, data, facilities, safety, human resources, and incident response.

Grow flexible funding and external partnerships

Lead a board-supported development strategy that expands individual, foundation, and corporate relationships and grows flexible and unrestricted revenue. Build reciprocal partnerships with participants, community organizations, tribal and culturally specific partners, funders, and public agencies. Advocate at the state and federal levels for CAPRW programs, community needs, and funding and policy priorities that strengthen essential services.

Partner effectively with the board

Provide timely, candid, useful information about strategy, finances, operations, organizational climate, and emerging risks. Support the board chair with agendas, orientation, committee work, and meaningful participation across the public, private, and consumer sectors. Respect the board's governance role and implement its adopted policies and decisions.



THE IDEAL CANDIDATE

The ideal candidate is an experienced senior leader who combines commitment to Community Action with the judgment to lead a complex organization. This person listens carefully, communicates openly, and makes sound decisions under pressure. They develop capable leaders, create accountability across departments, and connect financial choices to participant outcomes.

Leadership qualities

- Builds trust through consistency, transparency, accessibility, and follow-through.
- Balances empathy with clear expectations and timely decisions; welcomes disagreement and addresses conflict constructively.
- Respects cultural identity, lived experience, and participant self-determination.
- Delegates effectively while remaining accountable for agency-wide results.
- Translates complex strategy and financial information into clear direction for staff, the board, and community partners.

Required qualifications

- Experience with Community Action, Head Start and Early Head Start, CSBG, Low Income Home Energy Assistance Program, and Department of Energy Weatherization Program regulations, or other Office of Management and Budget (OMB) guided programs.
- Significant senior leadership experience in a complex nonprofit, public service, education, or comparable mission-driven organization, including executive supervision, organizational change, and responsibility for substantial budgets.
- Demonstrated ability to execute a strategic plan through budgets, accountable leaders, meaningful measures, and regular reporting; build trust across a varied workforce; and make sound decisions under pressure.
- Experience with grant compliance, board governance, labor relations, and fund development, or demonstrated ability to lead experienced specialists in these areas.
- Ability to communicate clearly with staff, participants, board members, funders, and the public, and to partner respectfully with communities affected by poverty.
- A bachelor's or advanced degree in a relevant field.

Preferred qualifications

- Experience diversifying revenue and advancing culturally responsive service access and cross-program integration.
- Demonstrated fundraising success, including donor and funder cultivation and growth in unrestricted or flexible revenue from individual, foundation, and corporate sources.
- Certified Community Action Professional credential, or equivalent professional and community-rooted experience.



***“Community Action
made me who I am
today and has given me
the tools to become the
person I am striving
to be.”***

– CAPRW Participant

FIRST YEAR EXPECTATIONS

What success will look like in the first year

The CEO will work with the full board to establish agreed strategic and cultural measures, regular check-ins, and a performance review process. Early priorities will include:

Listening that leads to action

Establish trust with staff, participants, board members, community partners, and union representatives. Share what was learned and explain the actions and decisions that follow.

An accountable implementation plan

Agree with the board on annual strategic priorities, an aligned budget, and a quarterly scorecard with baselines, accountable owners, progress, risks, and decisions requiring board direction.

Stronger coordination and service access

Strengthen the senior team's decision process and cross-department coordination. Identify and resolve the most consequential operational and service access barriers.

A plan for funding and partnerships

Present a fund development and partnership plan that addresses reliance on restricted public funding and explains how CAPRW will communicate its impact.

RECRUITMENT DETAILS

Position and work expectations

The CEO reports to the Board of Directors. This is an exempt, non-union position. The role is primarily office-based and includes engagement across agency locations and in the community, with evenings, weekends, and additional hours for board meetings and public events. Travel for training, meetings, and conferences is required. Remote work may be approved by the Board of Directors for up to 20 percent of the normal work schedule. The position requires access to reliable transportation for business matters, a current operator's license, and appropriate liability insurance. Essential job functions may be performed with reasonable accommodation, determined on a case-by-case basis.

Compensation and benefits

Salary range: \$150,000 - \$200,000

Benefits: Find more information on CAPRW's benefit offerings [here](#).

How to apply

View the full job description [here](#).

Apply [here](#) or visit caprw.org for more information.

To inquire about this opportunity, contact humanresources@caprw.org.

Review timeline: Applications must be submitted by October 26, 2026.

Learn more about CAPRW at www.caprw.org.

