

BI-CAP
Helping People. Changing Lives. Building Community.
Serving Beltrami and Cass Counties

POSITION PROFILE

EXECUTIVE DIRECTOR

The Executive Director will oversee strategic planning, financial and operational management, community partnerships, regulatory compliance, and responsive service delivery.

INTRODUCTION

POSITION OVERVIEW

EXECUTIVE DIRECTOR

ABOUT THE OPPORTUNITY

Bi-County Community Action Programs, Inc. (BI-CAP) seeks an experienced, collaborative, and innovative Executive Director to advance its mission of helping people in Beltrami and Cass counties overcome barriers to economic stability.

Reporting to the Board of Directors, the Executive Director provides strategic, financial, operational, and organizational leadership. This individual will lead a complex, publicly funded nonprofit, develop staff and community partnerships, ensure responsible stewardship of resources and compliance with applicable requirements, and deliver services responsive to community needs.

CANDIDATES SHOULD DEMONSTRATE

- **Executive experience**: At least five years of senior leadership in non-profit, government, education or a related field, supported by public funds.
- **Financial accountability**: Experience developing and overseeing a budget of approximately $10–$12 million, or comparable financial complexity, including financial reporting, internal controls, independent audit oversight, and long-term financial sustainability.
- **Strategic leadership**: Experience leading strategic planning and translating goals into measurable outcomes.
- **Community responsiveness**: Experience using community needs assessments, stakeholder input, and program data to guide service delivery.
- **Funding, Compliance, and Accountability:** Experience overseeing grants, contracts, reporting, monitoring, audits, and regulatory requirements.
- **Organizational Risk and Continuity**: Demonstrated ability to identify and address significant organizational risks and ensure appropriate practices for emergency preparedness, businss continuity, and leadership succession.
- **Organizational leadership**: Proven ability to lead staff, build effective teams, and foster a collaborative, accountable workplace.
- **Board and community relations**: Experience working with governing boards, public agencies, funders, and community partners.
- **Communication**: Strong interpersonal, written, verbal, presentation, and problem-solving skills.

INTRODUCTION

LEADERSHIP COMPETENCIES

TIER 1

- **Personal Credibility & Accountability**
  - Demonstrates integrity, sound judgment, transparency, and follow-through. Builds trust, accepts responsibility, and maintains high ethical standards.
- **Collaboration Skills**
  - Builds productive relationships with staff, the Board, funders, and community partners. Encourages teamwork, values diverse perspectives, and develops partnerships that advance BI-CAP's mission.
- **Innovation & Creativity**
  - Identifies opportunities for improvement, embraces constructive change, and develops practical solutions while maintaining fiscal responsibility and program integrity.

TIER 2

- **Compassion for the BI-CAP Mission**
  - Demonstrates a genuine commitment to economic stability, poverty reduction, and respectful, responsive services for individuals and families.
- **Public Relations Skills**
  - Represents BI-CAP professionally, communicates its impact, strengthens community relationships, and builds public confidence.
- **Board Partnership & Governance**
  - Maintains a transparent, productive relationship with the Board, supports informed decision-making, and respects the distinction between governance and executive management.

TIER 3

- **Strategic Thinking & Planning**
  - Connects organizational priorities to community needs assessments, resources, measurable goals, and long-term sustainability.
- **Decision-Making & Results-Oriented Leadership**
  - Makes informed decisions, monitors organizational and program performance, addresses challenges, and promotes continuous improvement and accountability for results.
- **Fundraising & Grant Management**
  - Oversees funding strategies, grant compliance, reporting, monitoring and financial sustainability while ensuring responsible stewardship of resources and organizational accountability.
- **Task Management & Nonprofit Leadership**
  - Manages competing priorities, delegates effectively, develops staff, and oversees sound organizational operations.

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QUALIFICATIONS

EXECUTIVE DIRECTOR

EDUCATION

A bachelor's degree in business administration, public administration, nonprofit management, human services, or a related field is preferred. Equivalent combinations of education, professional development, and relevant executive experience may be considered.

Community Action experience is particularly valuable. Familiarity with poverty reduction, community-based services, and the Community Services Block Grant (CSBG) network is strongly preferred. Candidates with comparable nonprofit or public-service leadership experience will also be considered. A Certified Community Action Professional's certification, or willingness to pursue certification upon hire, is preferred.

COMPENSATION & BENEFITS

BI-CAP intends to offer a competitive executive compensation package commensurate with experience and qualifications.

Proposed starting salary wage* : $99, 112 (starting) - $113,984 (mid). Exempt.
**subject to board approval*

Benefits

- Medical, dental and vision insurance
- Employer contribution to health savings account for high deductible plans
- Life insurance/AD&D
- Paid holidays
- Generous Paid Time Off
- Retirement Plan Match up to 2% plus a 3% employer contribution at 1 year
- Professional development, including opportunities to participate in statewide Community Action executive conferences
- Reimbursement for authorized business expenses
- Cost of Living Increases as budget allows

APPLICATIONS CLOSED

11/15/2026

TO APPLY

Apply online at:
www.bicap.org/employment
P.O. Box 579, Bemidji, MN 56601

INTRODUCTION

ABOUT US

Bi-County Community Action Programs, Inc (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. 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.

OVERSIGHT

A 15-seat tripartite board of directors ensures the advancement of our mission, vision, and values.
We have individuals that are public officials, private sector leaders, and low-income community representatives - ensuring a well rounded representation.
Our more than 100 employees work diligently to deliver programs and services to our communities.

REACH

We serve thousands of individuals annually from our 5 locations in Beltrami County and 3 in Cass County.
BI-CAP's main office is in Bemidji, the county seat, with around 14,500 residents.
Our administrative office in Walker, Cass County's seat, has a population of around 982 residents.
Together the two counties represent more than 78,000 residents and span thousands of square miles.
Beltrami County is the 4th-largest county in Minnesota by total area, with approximately 2,505 square miles of land.* Cass County has around 2,000 square miles of land.

**US Census Bureau County Profiles*

INTRODUCTION

GUIDING PRINCIPLES

VALUES

Collaboration
We work to strengthen partnerships and community both inside and outside the organization by being a trusted partner that leads with integrity.

Innovation
We take leadership roles in continually assessing the needs of the community and adapt to the environment around us. We are forward-thinking and resourceful by reshaping our service design to help clients, staff and partners achieve their highest potential.

Compassion
We have genuine and responsive concern for the suffering and misfortune of others. We are advocates on behalf of the people we serve and assist them to advocate for themselves and others.

Accessibile
We believe in safeguarding human dignity for all people through full access to programs, services and internal opportunities in our communities.

VISION

Thriving, prosperous, healthy, and inclusive Beltrami and Cass Counties.

MISSION

Supporting individuals and families in Beltrami and Cass Counties as they overcome challenges and work toward a stable future.

INTRODUCTION

STRATEGIC OBJECTIVES

Bi-County Community Action Programs, Inc (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. 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.

Partnerships

Leverage collaborative partnerships and community assets to maximize effectiveness.

Infrastructure

Strengthen infrastructure to position organization for strategic growth and nimble responsiveness as we continuously consider needs and opportunities.

Programming

Develop and expand programming that builds on client/ community assets and addresses unmet needs.

Growth

Embrace and cultivate organizational growth, integrating accessibility into all of BI-CAP's work.



INTRODUCTION

PROGRAMS AT A GLANCE

Head Start: Prenatal to Five

Head Start is a school readiness program which helps families provide the best opportunities for their children in preparation for Kindergarten.

Supportive Housing

BI-CAP utilizes the “housing first” strategy of rapidly rehousing participants to mitigate crisis situations and then provides support services to assist participants as they work on housing stability and self-sufficiency goals.

Energy Assistance

This program provides financial assistance to households to help pay a portion of their home energy bills. Payments are made directly to vendors like electric, gas and propane companies.

Weatherization

BI-CAP works with clients to improve a home’s energy efficiency and health and safety while decreasing the energy consumption

YouthBuild

We help individuals 16-24 complete their high school education/GED, learn life skills and get hands-out construction experience and training.

ANNUAL IMPACT		
3,440 households	**8,153 individuals**	**315 veterans**
1,486 persons with a disability	**3,070 children (17 & younger)**	**1,886 senior citizens (60+)**

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UP NORTH LIVING

Whether it's building a career, pursuing an education, raising a family, or enjoying four-season recreation, Bemidji, Walker, and the surrounding communities offer a balance of opportunity and quality of life that is distinctly northern Minnesota.

Beltrami and Cass Counties offer an appealing mix of **natural beauty, community, educational opportunities, and affordability**, with Bemidji and Walker serving as two vibrant hubs for the region.

Bemidji offers many of the amenities of a larger regional center—**including healthcare, shopping, dining, recreation, and higher education**—while maintaining a welcoming, close-knit feel.

Walker provides a more intimate small-town experience, surrounded by the lakes, forests, and trails of the Chippewa National Forest and Leech Lake areas. These communities give residents the flexibility to enjoy a more **active regional center or a quieter lakeside lifestyle.**

Education is another strong reason to consider the area, with quality **K–12 schools, career and technical training**, and opportunities for **higher education** available in and around Bemidji and Walker.

The region's relatively affordable cost of living and abundance of outdoor recreation make it especially attractive for families, young professionals, retirees, and those looking to relocate from larger cities.



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Recreational Activities:

- Walk or bike the Paul Bunyan Trail
- Ride ATV/OHV
- Golf
- Hunting
- Fishing
- Downhill Skiing
- Cross Country Ski Trails
- Parks
- Hockey
- Powwows
- Concerts
- Local Theater

INTRODUCTION

MORE TO EXPLORE

Learn More About BI-CAP

Annual Reports and Community Assessments
https://www.bicap.org/resources/links/

Board of Directors
https://www.bicap.org/board/

IRS Form 990 (EIN 410885981)
https://apps.irs.gov/app/eos/details/

Facebook
https://www.facebook.com/BemidjiBICAP/

Learn More About Our Area

Bemidji Area Chamber of Commerce
https://www.bemidji.org/
City of Bemidji
https://www.ci.bemidji.mn.us/
Beltrami County
https://www.beltramicountymn.gov/
Bemidji State University
https://www.bemidjistate.edu/
Northwest Technical College
https://www.ntcmn.edu/
The Sanford Center
https://www.thesanfordcenter.com/
Concordia Language Villages
https://www.concordialanguagevillages.org/
Watermark Art Center
https://watermarkartcenter.org/
Sanford Health
https://www.sanfordhealth.org/locations/sanford-bemidji-medical-center



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Walker Area Chamber of Commerce
https://leech-lake.com/
City of Walker
https://www.ci.walker.mn.us/
Cass County
https://www.casscountymn.gov/
Walker Area Community Center
https://www.walkerareacommunitycenter.com/
Essentia Health
https://www.essentiahealth.org/find-facility/essentia-health-walker-clinic
Sanford Health
https://www.sanfordhealth.org/locations/sanford-health-walker-clinic