



MAHUBE-OTWA Community Action Partnership

Success Profile: Human Resources Director

Background of the Organization:

Our client is a respected non-profit community action agency serving five counties in Minnesota, with a team of more than 200 employees who are dedicated to empowering individuals and families to achieve self-sufficiency and realize their full potential. At MAHUBE-OTWA, the organization partners to build community and eradicate poverty by empowering children, adults, and seniors to become self-sufficient. The organization's mission is "To empower people to achieve self-sufficiency". Put more simply, MAHUBE-OTWA helps people and changes lives by providing support for people to achieve their full potential. The organization believes that everyone has potential, but may not have opportunity, so our work is to create that opportunity. MAHUBE-OTWA is part of a large network of Community Action Agencies that collaborate to make maximum impact. And while the organization is more than 60 years old, it remains innovative and resilient.

The agency operates with a Whole Family-Whole Community approach, offering services to individuals and families from birth through the senior years. Their services address critical needs in areas such as housing, employment, health, wellness, family planning, senior independence, childcare, early childhood school readiness, crisis support, relationship-based coaching, and community volunteerism. These services work in tandem to uplift families and individuals, helping them achieve lasting stability and self-sufficiency.

The HR Director will be responsible for ensuring the HR department provides the leadership, support, and strategic initiatives needed to empower the organization to achieve its mission and goals.

The organization employs a strengths-based leadership approach, and the HR Director will play a key role in further integrating this philosophy into the organization's people systems, ensuring that leadership, recruitment, and development efforts focus on leveraging the strengths of employees at all levels.

Living Our Values:

The organization's core values are essential to its mission and impact. As the HR Director, the role involves ensuring that these values are reflected in the everyday operations of the HR department, particularly in the development of leadership and a collaborative, high-performance culture.

- Community-Minded. We are collaborative and trustworthy team players both inside and outside the organization.
- Client-Focused. We are compassionate and dependable in assisting our clients and mindful of investing in the success of the whole family.
- Resourceful. We figure out how to solve vexing problems and actively seek out resources that can help our clients, community partners, and employees.

The HR Director will work to ensure that these values are embedded in the daily experiences of employees, managers, and the communities served by the agency. Incorporating these values into all HR processes, beginning with recruitment and continuing throughout the employee life cycle, will be central to the HR Director's role.

Job Description

Position Title: Human Resources Director

Location: Resides in service region; remote worker with onsite expectation

Reports to: Executive Director

Direct Reports: HR Team Members

Travel Required: Within the five-county service area as needed to perform job duties; occasional state/national travel for training

Position Overview:

The HR Director will be a key leader in aligning the HR department's priorities with the strategic goals of the agency. This includes focusing on developing managers, fostering engagement, and nurturing a culture of collaboration, accountability, and growth. The HR Director will be responsible for translating the Executive Director's vision into actionable HR strategies and helping develop a team that is motivated and equipped to deliver the agency's services effectively.

The HR Director will play an instrumental role in balancing the compliance needs of the organization while also guiding the HR department in becoming a leader in employee engagement efforts. The department's expertise in compliance will remain a core strength, while also ensuring that HR plays a critical role in driving employee engagement, organizational culture, and leadership development.

A critical part of the HR Director's role will be to elevate managerial capabilities, helping managers develop the skills and confidence needed to address people issues—such as performance, conflict resolution, and employee relations—before they escalate to HR. This will empower managers to lead effectively, supporting a culture of proactive leadership and continuous improvement.

The HR Director will also support the integration of strengths-based leadership into the organization's HR practices. This will include incorporating strengths-based assessments into the recruitment, training, and performance management systems to better leverage the potential of every employee.

The HR Director needs to be proactive in identifying areas for growth and improvement, while also being able to nimbly respond to changes prompted by federal regulations governing the agency's programs. The role requires a balance of foresight, agility, and responsiveness to regulatory changes that impact the workforce.

Key Responsibilities:

- **Operationalizing the Executive Director's Vision:** Work closely with the Executive Director to understand the vision for HR and the organization. Ensure that this vision is

translated into clear, actionable HR strategies and initiatives that align with the organization's mission and goals.

- **Recruitment Strategy Development:** Lead the creation and implementation of a recruitment strategy that attracts talent who are passionate about the mission of the organization. Focus on positioning the agency as an employer of choice by emphasizing the organization's culture, values, and positive impact.
- **Performance Management:** Help shape the organization's approach to performance management, ensuring that managers are equipped to provide meaningful feedback, set clear expectations, and support the growth of their teams. Foster an environment of continuous improvement through regular feedback and coaching.
- **Culture & Development:** Lead initiatives that foster a culture of engagement, collaboration, and accountability. Ensure that training efforts support the organization's values and the professional growth of employees. Ensure that strengths-based assessments are embedded in the recruitment, training, and performance management systems to help managers and employees focus on leveraging their unique strengths to enhance team performance and engagement.
- **Training:** Design and implement training programs that enhance supervisory skills and managerial responsibilities, focusing on performance management, conflict resolution, and team engagement. Empower managers to address issues independently and proactively, strengthening leadership at all levels.
- **HR Operations:** Oversee key HR operations including benefits, compliance, employee relations, compensation management and payroll (in cooperation with the Controller), ensuring they are executed with efficiency and care. Lead the HR team in delivering high-quality support that aligns with the organization's values and goals.
- **Employee Relations & Communication:** Facilitate open communication between employees and leadership. Help resolve any employee relations concerns in a fair, transparent, and constructive manner.

Technical Experience Preferred:

- A Bachelor's degree in Human Resources, Business Administration, or a related field (Master's degree preferred).
- A minimum of 8 years of progressive HR experience, with at least 3-5 years in a HR leadership role, ideally in a non-profit or mission-driven organization.
- Strong experience in performance management, employee engagement, and leadership development.

- Expertise in coaching and developing managers and ensuring they have the skills needed to succeed.
- Experience designing and implementing supervisory training programs focused on conflict resolution, performance management, and team engagement.
- A background in HR compliance and a thorough understanding of regulations affecting non-profit organizations.
- Experience integrating strengths-based leadership into people systems, including recruitment, training, and performance management processes.
- PHR/SPHR or SHRM-CP/SCP certification is highly desirable.
- Experience with HRIS systems, employee engagement platforms, and other HR technology tools.

Demeanor Preferred:

- **Culturally Aligned:** The HR Director must embody the organization's values (community-minded, client-focused, resourceful) while leading efforts to build a positive organizational culture. They should be able to guide the leadership team in making decisions that reflect and reinforce these values.
- **Strategic & Hands-On:** While the HR Director will play a strategic role in shaping the HR function, they must also be comfortable with day-to-day HR operations, providing hands-on leadership in the development of managers and the execution of HR practices.
- **Collaborative:** The HR Director must be able to influence all levels of the organization. They must be a strong collaborator who fosters open communication and works closely with management to drive positive change.

The HR Director will play an instrumental role in ensuring that the organization's values are reflected in its culture and HR practices. This is an exciting opportunity for an experienced HR leader ready to make a meaningful impact on the development of leaders, employee engagement, and the overall culture of a non-profit organization. If you are passionate about fostering collaboration, building a thriving culture, and improving operational efficiency in a mission-driven environment, we invite you to apply.