

Position Profile

On behalf of our client, Minneapolis Public Housing Authority,

***CohenTaylor Executive Search Services
is conducting a retained executive search for its***

Human Resources Director



Minneapolis Public Housing Authority Fast Facts

- In 1991, after 44 years of ancestor agencies, MPHA became an independent agency
- Governed by a 9-member board appointed by the Mayor and City Council
- 279 employees
- \$103M annual revenue; MPHA is 98% federally-funded
- Manages 42 residential buildings with over 6,000 units and over 10,000 residents, a senior center, and administrative offices
- Provides approximately 26,000 people in Minneapolis with decent, safe, and affordable housing
- 99% occupancy rate

Services include:

- Low-income public housing in high-rise buildings and townhomes
- Senior housing, assisted living, and senior center
- Homeownership program
- Section 8 Housing Choice Voucher Program with over 5,000 families

Visit MPHA's website for more information: mphaonline.org



Mission

To promote and deliver quality, well-managed homes to a diverse low-income population and, with partners, contribute to the well-being of the individuals, families and community they serve.

Vision and Capital Planning

MPHA is focused on providing quality, deeply affordable homes for the 26,000 people they serve in Minneapolis today... and assuring these homes are here for decades to come – for those who need them most.

Their long-term vision is founded upon three strategic initiatives:

- Housing Preservation and Creation
- Education, Employment and Health
- Operational Excellence





The Organization

In 1937, President Franklin Roosevelt signed the U.S. Housing Act, creating the concept of federal public housing as a cornerstone to his “New Deal” program, to hasten economic recovery nationwide. In Minneapolis, this new program took root in Sumner Field Homes, the first public housing development in the state. Over the next five decades, public housing in Minneapolis grew to include three additional family developments, 42 high- and low-rise developments, and hundreds of single-family homes located throughout the City. In 1991, the public housing authority separated from the City of Minneapolis and became an independent unit of government – officially known as Minneapolis Public Housing Authority in and for the City of Minneapolis.

Today, MPHA is the largest public housing authority in Minnesota. With over 6,000 public housing units and over 5,000 Section 8 vouchers, MPHA serves a diverse community of approximately 26,000 people. MPHA residents and Section 8 participants reside in housing located in virtually every neighborhood of Minneapolis. In addition, MPHA is one among 39 agencies participating in “Moving to Work” (MTW). MTW allows public housing authorities to exercise flexibility over how and where their funding from HUD will be spent. It also permits MPHA to waive various rules and regulations to make choices about how programs and services are delivered, enabling the Agency to respond to specific affordable housing needs in our community. This flexibility gives MPHA greater control in deciding how to use federal appropriations. MPHA’s MTW designation provides a powerful tool that can be used to support its mission.

Fast Fact: MPHA is one of 39 “Moving to Work” housing authorities in the United States. The program allows designated housing authorities enhanced flexibility to implement innovative, locally-designed strategies for providing low-income families with affordable housing.

Agency Overview

Moving to Work

In 2008, MPHA became a Moving to Work (MTW) agency. Under MTW authority, all MPHA's funding is combined. As a result, MPHA can allocate funding without program restrictions to meet agency priorities. Under MTW, MPHA submits an annual plan and annual report to the Department of Housing and Urban Development (HUD) for approval.

Section 8 Housing Choice Voucher Program

The Section 8 Housing Choice Voucher (HCV) Program is a federally funded program that provides rental subsidies (i.e. vouchers) to low-income families for use in the private rental housing market. Most participants pay approximately 30% of their adjusted income as rent, the voucher pays the remaining rent. MPHA administers over 4,600 vouchers.

Public Housing

MPHA owns and manages over 6,000 public housing rental units. These rental units consist of 42 high-rise apartment buildings, 736 single family homes, and 184 townhome units. In general, public housing residents pay 30% of their adjusted income as monthly rent in this federally subsidized program.

Public Housing for Seniors

MPHA established a Senior Housing Program in 1993 and has designated 12 apartment buildings with over 1900 apartments for persons 50 years of age or older. MPHA contracts with partners who provide assisted living programs, a memory care program and supportive services to seniors in various buildings in multiple locations throughout the city of Minneapolis.

Services for Public Housing Residents

MPHA supports resident councils which foster community building and resident activities and participation. MPHA has cooperative agreements with various service providers. These service providers offer social work services, a brain injury program, an epilepsy program, congregate dining, and other services to qualifying residents.

Other

MPHA also operates a senior services center with nine tenant partners that offer services and activities for residents and seniors in the community. Partners include YMCA, Northpoint Clinic, Open Circle Senior Day and Grace Hospice.



“The mission we share, in its simplest form, is enhance the lives of families through housing.” – Greg Russ, Executive Director (on *Thinking Locally, Solving Regionally* convention in 2017)

The Role

The Minneapolis Public Housing Authority, one of Minnesota’s largest public housing providers, is seeking an action-oriented, results-driven and collaborative leader to serve as the Director of Human Resources. A strong leader, the Director of Human Resources will lead and manage all human capital activities of the Housing Authority including employee benefits, talent acquisition and development, labor relations, worker’s compensation & HRIS.

The Director of Human Resources will serve as a business partner to all MPHA leaders to help drive the initiatives and change required to support the agency’s mission of promoting and delivering quality, well-managed homes now and for decades to come. A champion of the agency and its human capital, the Director of Human Resources is responsible for developing, implementing, assessing and modifying HR strategies, systems, policies and approaches to promote and foster a high-performing, mission-driven culture within the agency. The Director of Human Resources will serve as a collaborative partner with Executive Leadership to develop and implement people-focused and solution-driven approaches to human capital processes. From onboarding, to talent acquisition, to compensation and benefits – the Director of Human Resources will have the opportunity to identify the tools, systems and resources needed to deliver an exceptional experience for MPHA employees.

Reporting to the General Counsel, and serving as a member of the Executive Team, the Director of Human Resources will lead a team of 5 and is based in Minneapolis, MN.

Key Accountabilities:

- Provides visionary and strategic leadership across the organization to ensure all leaders are aligned with MPHA’s mission and vision; develops organization strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; establishing human resources objectives in line with organizational objectives.
- Leads and executes HR strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, AA/EEO compliance, and labor relations.
- Function as a strategic business advisor to the executive team and leadership within each business unit regarding key organizational and management issues. Supports MPHA leaders by providing human resources advice, counsel, and decisions; analyzing information and applications.
- Develops Labor negotiation strategies by identifying and researching economic and contract issues which contribute to productivity gains and budgetary efficiencies; contributing information, analysis, and recommendations to the organization’s strategic thinking and direction; establishing labor relations objectives in line with organizational objectives.
- Leads MPHA’s talent management function. Develops strategic recruiting and retention plans to meet the human capital needs of the agency. Builds and executes appropriate recruitment, selection, orientation, training, coaching and succession planning strategies agency wide.
- Develops a diversity and inclusion strategy with measurable results and reporting. Maintains and fosters a diverse and inclusive work environment and culture.
- Plan, monitor, appraise and review staff job contributions; maintaining compensation; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change.

- Develops human resources operations financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.
- Accomplishes special project results by identifying and clarifying issues and priorities; communicating and coordinating requirements; expediting fulfillment; evaluating milestone accomplishments; evaluating optional courses of action; changing assumptions and direction.
- Guides management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organization values.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
- Is a continuous learner. Participates in conferences and educational opportunities; reading professional publications; maintaining professional networks; participating in professional organizations.
- Enhances department and organization reputation by welcoming ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

The Ideal Candidate

The ideal candidate is a proven leader in human resources with immense drive, innate curiosity and proven innovation to develop and execute on human resource strategies to both support the culture and advance the mission of the agency. A strategic and visionary leader, the Director of Human Resources will drive the agency's human capital initiatives to support Minneapolis Public Housing Authority through a time innovation and change.

The Director of Human Resources will bring a collaborative approach to develop and sustain partnerships across the organization, serving as a strategic business partner cross-departmentally. A champion of the agency and its workforce, s/he will work alongside the Executive Director to lead through the change, while building employee morale and promoting an innovative and passionate employee culture. The ideal candidate will bring an essence of openness, relatability and willingness to connect and collaborate with leaders and staff across the agency.

The ideal candidate will bring a foundation of human resources knowledge and expertise to lead the department in the creation and maintenance of engaging policies and initiatives. The Director of Human Resources will strive to create a more customer-centric department, one grounded in approachability, communication and support. Dually-tasked with both driving best practices in Human Resources and leading the change toward a strategic business partnership model, the ideal candidate is a strong and inspirational leader. S/he is well-versed in change management to support the Executive Director and leadership across the organization and is adept at gracefully navigating the complexities of a highly regulated and compliant environment. S/he is an exceptional communicator and highly collaborative, to successfully manage both up and across the organization.



Minimum Requirements:

- Bachelor's degree in Human Resources Administration, Business Administration or related field, preference will be given to candidates with a master's degree.
- At least ten years of progressive Human Resources experience, with a preference for public sector experiences.
- Experience with union negotiations, with a preference for having been lead spokesperson.
- Prior experience with developing and implementing an HRIS project.
- At least five years of experience working in a Managerial role within HR, preferably at a Director level.
- Experienced at advising at senior executive level.

Skills and Abilities:

- Five years demonstrated leadership and supervisory experience.
- Strong project management & interpersonal skills.
- Ability to develop functional requirements in the implementation of an HRIS plans based on business objectives.
- Some experience in working with third party vendors in the procurement of consulting services.
- Must have the ability to communicate effectively orally and in writing.
- Ability to perform complex work and multitask under general administrative direction.
- Ability to make decisions within interpretation of policies and procedures.
- Experience in preparing and presenting Human Resources plans.
- Proficient with Microsoft Office applications.

Desirable Qualifications:

- Knowledge in any of the following areas is a plus: HRIS packages and payroll systems.

Working Conditions:

- Office environment with occasional travel to various public housing sites.

**For more information or to send your credentials, please email info@cohentaylor.com
All inquiries will remain confidential.**

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.