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EXECUTIVE POSITION PROFILE



# Margaret A. Cargill

PHILANTHROPIES

## ORGANIZATION

Margaret A. Cargill Philanthropies

## POSITION

Program Associate- Teachers & Students

## APPLICATION DEADLINE

Applications will be accepted until 9:00 pm on March 3, 2023 with review of candidates beginning immediately

*We encourage and appreciate early applications.*

## ORGANIZATIONAL OVERVIEW

Margaret A. Cargill Philanthropies (MACP) supports efforts to enhance quality of life and prevent and relieve suffering of children, families, and older adults; preserve and promote the environment and the arts; and encourage the humane treatment of animals.

## OUR APPROACH

Within our domains, our program strategies are anchored in compelling issues where we partner to make a meaningful, measurable, and sustainable difference in a defined period of time.

We limit the number of issues we choose to address, set goals for the difference we wish to make on each one, and allocate resources accordingly. We pay special attention to underserved or low-attention areas and causes, and we favor community-based, on-the-ground programs rather than policy initiatives or endowments.

We continually hone strategies within our domains, investing in evaluation efforts, and making substantial learning grants to inform decision-making and program development.

Core to our approach is strengthening the effectiveness and capacity of our key grantee partners by investing in their leadership, management, and operational capabilities.

We believe the best way to make a lasting difference on issues we care about is by investing in long-term relationships with key grantees, strengthening our combined abilities to make a meaningful difference in the world. Because of this, we look to our key grantees as partners, and they help us shape what we do. We work with these partners to find solutions that are consistent with the objectives and values of both our organization and theirs.

## MISSION

Our mission is to provide meaningful assistance and support to society, the arts, and the environment.





# HISTORY

Margaret A. Cargill Philanthropies (MACP) is the umbrella over the grantmaking foundations created by the late Margaret Cargill: Margaret A. Cargill Foundation and Anne Ray Foundation. MACP provides meaningful support through long-term relationships with strategic grantee partners across seven program domains: Environment, Disaster Relief & Recovery, Arts & Cultures, Teachers, Animal Welfare, Quality of Life, and Legacy & Opportunity. The collective assets of MACP place it among the 10 largest philanthropies in the United States.

The two foundations have separate boards and investment portfolios but share a common mission of providing meaningful assistance and support to society, the arts, and the environment.

**Margaret A. Cargill Foundation** is a private foundation that came into existence upon Ms. Cargill's death in August 2006. At year-end 2021, MACP's assets are approximately \$3.7 billion.

**Anne Ray Foundation** is a supporting organization, which may make grants only to beneficiary organizations specifically named by Ms. Cargill. Year-end 2021, ARF's assets are approximately \$5.3 billion.

## OUR DEI J VISION

Our Commitment to Diversity, Equity, Inclusion, and Justice

The motivation and guidance for this diversity, equity, inclusion, and justice (DEIJ) work is drawn from our mission and vision, our direction from Margaret Cargill, and the caring and compassionate culture we strive for through work with grantees, partners, and each other. Embracing this vision will have a transformational influence on our organization, our partnerships, the work we do, and the impact we ultimately seek.

Our vision for change

At Margaret A. Cargill Philanthropies, we envision a future in which our philanthropic resources and relationships help remove systemic barriers that limit access to opportunity and marginalize people within communities, as well as help empower and support them as agents of the change they seek. In this way, our joint efforts deepen and sustain the impact we work to achieve.

To achieve this impact, we seek to foster a culture—both internally and externally with grantees, community members, and other strategic partners—where differences are seen and respected, voices are heard, and all individuals feel supported and valued for their authentic selves.

# DEIJ VISION cont.

## Establishing shared definitions

To advance our DEIJ Vision, we need a clear understanding and a common reference point of what these terms mean. We believe it is important to use language that is shared and recognize the expertise of others working in this space. To that end, we have chosen definitions from external sources and have begun to explore what these concepts mean in practice for MACP. [Read more here.](#)

## Where we go from here

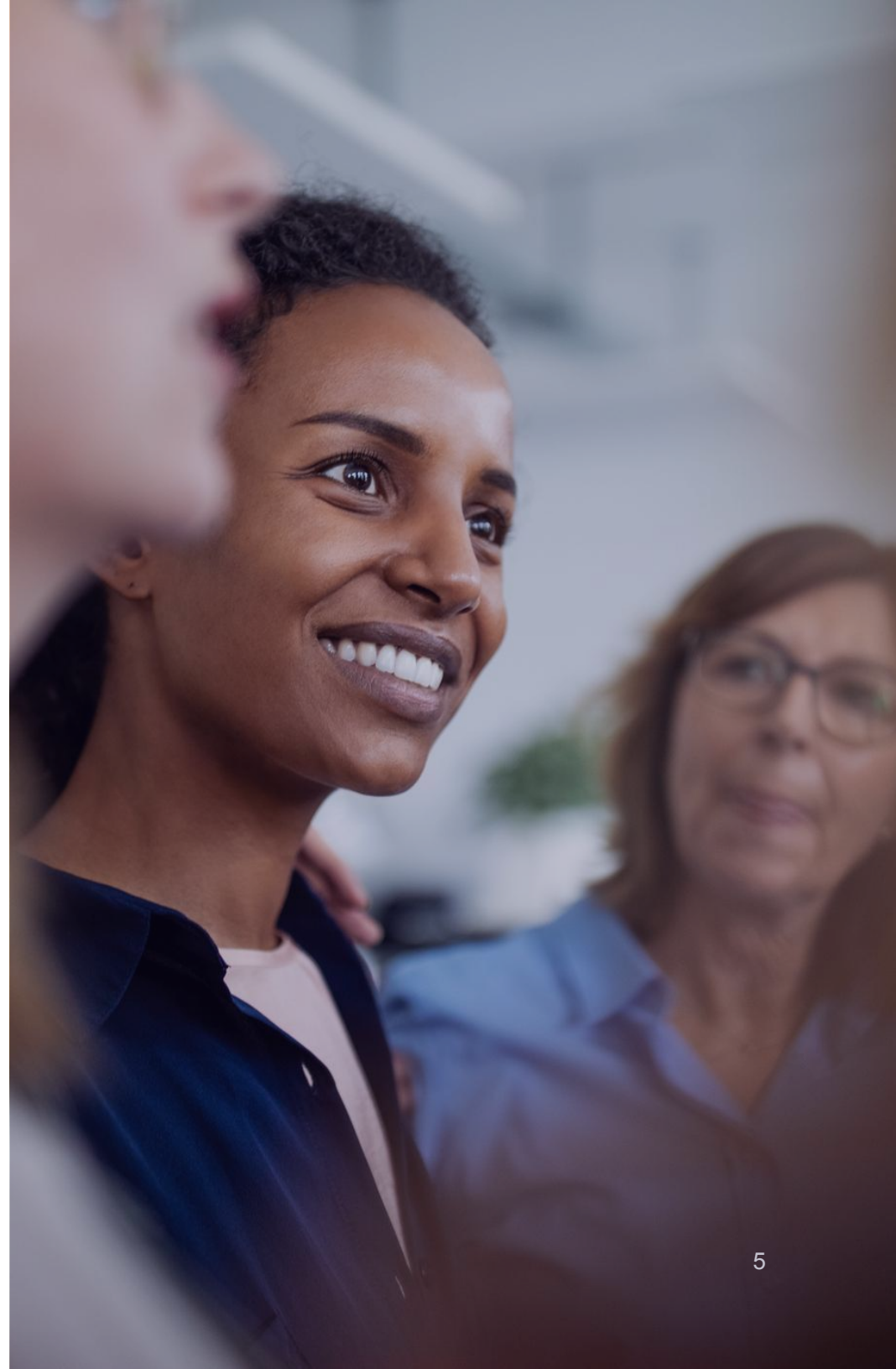
We are committed to this long-term journey. There is a lot for us to learn, knowing our culture and practices do not yet fully reflect the diversity, equity, inclusion, and justice we want to see in our work. We appreciate this journey will require significant intention and sustained effort, and that by its nature, the work needs to challenge us and push us out of our individual and collective comfort zones. We also realize we can't do this alone, and we seek to engage with, learn from, and support our grantees, community members, other partners, and each other.

This DEIJ Vision statement is not an action plan; it is a framework to guide our shared efforts. Developing an action plan and specific steps to achieve our DEIJ Vision will be a participatory process, involving our board, staff, grantees, and other partners.

The work ahead will be significant, and at times, it will be messy. We must give ourselves and each other grace, knowing we are all at different places in our journey. Some of our initiatives will succeed, and others may fail, while still providing valuable learning opportunities. We also recognize that steps to advance this vision are already in place across MACP at individual, team, and organizational levels, and we will continue supporting that work.

## Holding ourselves accountable

We commit to establishing methods that hold us accountable with both internal and external audiences, including soliciting regular feedback and sharing our progress. And as we learn from the work we are implementing, we will update this Vision statement accordingly.



# OUR GRANTMAKING

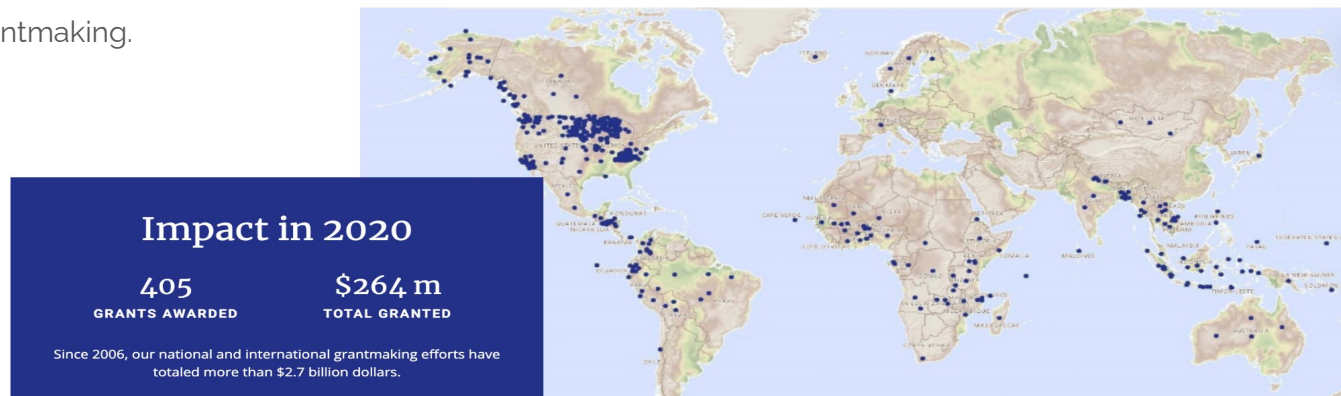
Our grantmaking reflects our values and Margaret Cargill's guiding principles and is always directed toward our mission and core purposes.

## We expect our grantmaking to have these characteristics:

- We **lead with our values**, internally and externally.
- We **partner with capable organizations** that have demonstrated their ability to work successfully in our interest areas and in a manner consistent with our values. We look to our grantees as partners and co-learners.
- We provide **meaningful support to strategic grantees**.
- We support **work in and with communities** toward sustainable solutions.
- We pay special attention to **underserved** or **low-attention areas**, populations, or issues.
- We value and affirm the **integration** of all functions of the Philanthropies in our grantmaking.
- We make **measurable impact** on focused goals.
- We **evaluate** our work, **reshape our approaches as we learn**, **share and apply** our learning to future grantmaking.

# OUR DOMAINS

- We support organizations working in communities across seven program areas that we call domains.
  - ANIMAL WELFARE
  - ARTS & CULTURES
  - DISASTER RELIEF & RECOVERY
  - ENVIRONMENT
  - LEGACY & OPPORTUNITY
  - QUALITY OF LIFE
  - TEACHERS





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# POSITION PROFILE



# POSITION DESCRIPTION

**Title:** Program Associate- Teachers & Students

**Organization:** Margaret A. Cargill

Philanthropies (MACP)

**Reports to:** Program Director- Teachers &  
Students

**Location:** Eden Prairie, Minnesota

**Website:** [macphilanthropies.org](http://macphilanthropies.org)



# POSITION PROFILE | Program Associate- Teachers & Students

## SUMMARY

kpCompanies is leading the search for the Program Associate, Teachers & Students. This position will be responsible for providing administrative, program, grant, and evaluation support for the Program Director and Program Officers for the Foundation's work focused on supporting Post Secondary Student Success and the profession of Teaching..

The Program Associate gathers timely and accurate information from grantees and other sources, assists in the proposal development, application, review, and reporting processes; inputs and retrieves information to/from the grant management information system (MACP uses the Fluxx platform); and supports the development of Review Committee meeting materials. The Program Associate also assists the team with research and evaluation support.

This position also manages calendars to ensure grantmaking and monitoring deadlines are met and assists in the development and tracking of the team's budgets and grant distribution forecasting. This position reports to Program Director, Teachers & Students and works closely with the entire domain team, other Program Associates and cross functional colleagues. This position is also part of MACP's wider Program team.

The Teachers & Students domain supports the professional lives of teachers and student success. The domain manages the relationship with designated beneficiary Berea College. There are two strategic program areas within the domain. The Teachers program includes several grantee relationships that address teacher recruitment, development and retention, with an increasing focus on teacher diversity. The Post Secondary Success program includes a focus on support for Native American Students and in rural student success. Each of these programs is engaged in processes of implementation and impact evaluation, seeking to work with greater equity and insight.

# JOB RESPONSIBILITIES

## Program Associate- Teachers & Students

### **PROGRAM SUPPORT**

- Support grantees to navigate MACP's grantmaking systems, including Fluxx, and related processes.
- Lead process to assemble and organize high-quality grant and program materials and presentations for frequent board and committee meetings, including developing and editing certain documents; manage team grantmaking calendar.
- Assist with organization of meetings and events on and off-site (site visits, team meetings, convenings etc.).
- Prepare materials for and document the outcomes of regular team and Domain-level meetings.
- Research assigned topics and synthesize the information in written briefs. Support other special projects and presentations.
- Handle correspondence with grantees and other external parties, including consultants, as assigned.
- Assist with high quality mapping and data visualization that supports proposals and other initiatives.
- Support other program associates as needed to help manage variation in workload across program areas and to provide backup coverage.

### **GRANT ADMINISTRATION AND EVALUATION SUPPORT**

- Compile and maintain relevant and required grantee information in electronic and paper files, with emphasis on electronic recordkeeping.
- Perform timely and accurate input and updates of grantee information, proposals, approvals, payments, and reporting requirements. Work with grantees and grants management staff to ensure required grant reporting information is consistently up to date.
- Coordinate grant payments with grantees and finance team.
- Export and analyze data. Design and prepare reports as needed with the assistance of grants administration and evaluation staff.
- Support grants management including assistance with user testing, participation in training, and data.

### **TRAVEL**

- Limited

## REQUIRED QUALIFICATIONS:

Below are some of the typical requirements for a Program Associate. We recognize that skill sets can be a complex combination of experiences. Even if your background does not exactly match these requirements but you have a passion for our work, we would love to hear from you and we recognize the value of transferable skills.

- High School Diploma or equivalent required; Associate or Bachelor's degree preferred.
- 2 or more years experience in program and/or grant administration preferred.
- Strong data analysis and computer skills, with solid working knowledge of Microsoft Office software; knowledge of grantmaking software preferred (ideally Fluxx).
- Highly organized, planful, and motivated; ability to prioritize and manage multiple tasks with little direct supervision.
- Creative problem solver; resourceful and proactive in seeking creative technical and/or procedural improvements.
- Positive attitude and a commitment to being part of and building an encouraging work environment.
- Demonstrated high commitment to intercultural understanding and sensitivity.
- Demonstrated knowledge of and commitment to addressing racism and other societal inequities.
- Strong sense of integrity, discretion, and trustworthiness, able to maintain the highest level of confidentiality both internally and externally.
- Excellent interpersonal skills, a genuine desire to help others, diplomatic style, attentive listener.
- Effective communication skills, written and verbal
- Experience collaborating and working as part of a small team
- Strong project management and customer service skills
- Active interest in placed-based giving and the role of philanthropy in supporting nonprofit organizations.

## PHYSICAL REQUIREMENT AND WORK ENVIRONMENT

The work environment is an office setting with a designated workspace at the Margaret A. Cargill Philanthropies office in Eden Prairie, Minnesota and optional remote work up to 2 days per week.

- This position is primarily a sedentary role with an adjustable sit/stand desk.
- This position requires regular use of a computer to complete work responsibilities. It also includes regularly working with other office equipment and communication technology, such as a videoconferencing, telephone, copy machine, and printer.
- The person in this position needs to occasionally move about inside the office to access file cabinets, office equipment, attend meetings or events, etc.
- This role also frequently performs multiple tasks simultaneously and works closely with others as part of a team. Occasionally, the person in this role may be required to adjust to time pressures and frequent changes. Infrequently, this role may require an irregular schedule or overtime.
- Ability to lift and carry up to approximately 30 pounds

# COMPENSATION

Margaret A. Cargill Philanthropies has identified a salary range of \$72,000- \$81,000, as well as excellent benefits and perks, including the following:

- Competitive compensation
- Strong medical, dental, and vision benefits for staff and their dependents with competitive monthly premiums and flexible spending accounts
- Reduced work week for all staff, with half-day closures on Fridays, year-round
- Minimum of four weeks of paid time off, in addition to a week-long year-end office closure
- Retirement programs, including 401(k) matching at 5%, with access to employer-paid financial planning Resources In addition, the Organization may provide a discretionary contribution to employees 401(k) plan that vests over a five-year period.
- Matching gift program for charitable donations
- Additional benefits such as an employee assistance plan, an onsite fitness room, paid parental leave, and tuition reimbursement



## HOW TO APPLY

Interested candidates should submit a cover letter, resume, and salary expectations **(Please combine resume and cover letter into 1 document to upload)** later than 9:00pm on Friday, March 3, 2023.

All submissions are received in the strictest confidence.

You can apply here: <https://evoportalus.tracker-rms.com/kpCompanies/MyLite?id=1084>

### COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, EQUAL OPPORTUNITY, AND ACCESSIBILITY

We know that engaging, building trust, and making a difference relies on the collective wisdom and strength of a truly diverse organization. With this in mind, we strongly welcome the interest of people who bring a variety of lived experiences, including people of color, all gender identities, people from the LGBTQ+ community, people with disabilities, and others who are excited to contribute their skills to our work. Margaret A. Cargill Philanthropies is an equal opportunity employer, and we consider applicants without regard to race, color, religion, gender, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law. MACP is committed to the full inclusion of all qualified individuals. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations.

\*\*The above statements are not intended to encompass all functions and qualifications of the position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this description.

# kpCOMPANIES SEARCH TEAM



**MIQUEL MCMOORE**

FOUNDER & MANAGING DIRECTOR



**JOELLE ALLEN**

SVP CLIENT SERVICES



**AIESHA MATTHEWS**

VP OPERATIONS



**LYNNAYA SHELBY**

RECRUITMENT CONSULTANT



**MAT PIESERT**

RECRUITMENT CONSULTANT



**NIDHI TYAGI**

RECRUITMENT CONSULTANT



**JONATHAN HEINEN**

RECRUITMENT CONSULTANT



# CONTACT US

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THANK YOU!

[www.kpcompanies.com](http://www.kpcompanies.com)