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ADMINISTRATIVE SPECIALIST PROFILE



Margaret A. Cargill

PHILANTHROPIES

ORGANIZATION

Margaret A. Cargill Philanthropies

POSITION

Administrative Specialist, Programs - Legacy Programs, Initiatives & Opportunities and Arts & Culture

APPLICATION DEADLINE

Applications will be accepted until 9:00 pm on March 2 , 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

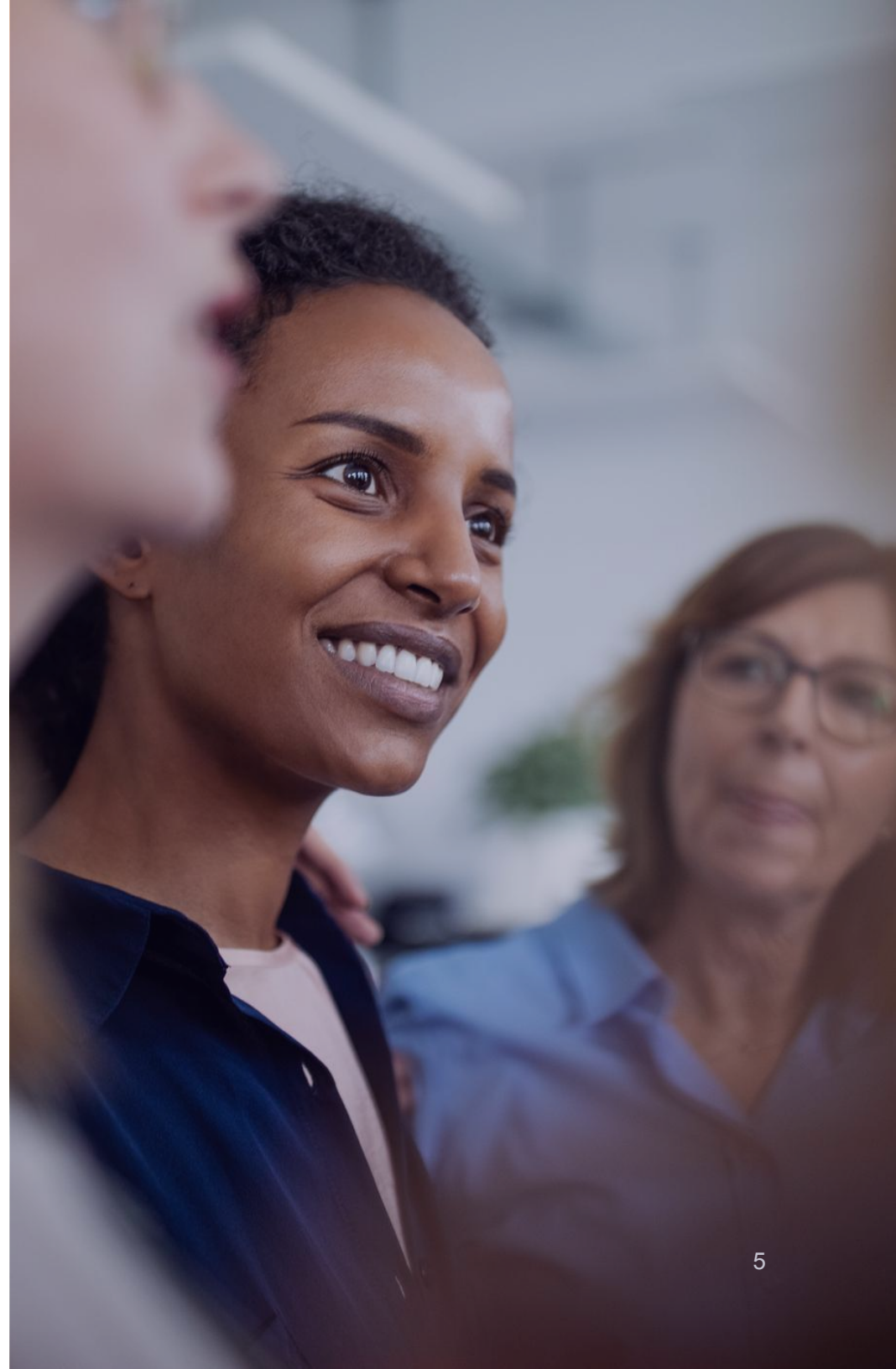
We are committed to this long-term journey. There is a lot for us to learn, knowing our culture and practices do not yet fully reflect the diversity, equity, inclusion, and justice we want to see in our work. We appreciate this journey will require significant intention and sustained effort, and that 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: Administrative Specialist, Programs - Legacy Programs, Initiatives & Opportunities and Arts & Culture

Organization: Margaret A. Cargill Philanthropies (MACP)

Reports to: Program Director (Arts & Cultures)

Location: Eden Prairie, Minnesota

Website: www.macphilanthropies.org

POSITION PROFILE | Administrative Specialist, Programs - Legacy Programs, Initiatives & Opportunities and Arts & Culture

SUMMARY

kpCompanies is leading the search for the Administrative Specialist, Programs - Legacy Programs, Initiatives & Opportunities and Arts & Culture. This position will be responsible for providing administrative support to program staff (including Managing Program Directors, Program Directors, Program Officers, and Program Associates) within the Margaret A. Cargill Philanthropies' Legacy Programs, Initiatives & Opportunities and Arts & Culture domains.

The position requires continual attention to detail, confidentiality, critical thinking, establishing priorities, meeting deadlines, and the ability to juggle multiple competing tasks and demands. Work also requires flexibility and coordination with other team members to accomplish overall team goals. This position is also a member of the Administrative Support Team.

JOB RESPONSIBILITIES

Administrative Specialist, Programs - Legacy Programs, Initiatives & Opportunities and Arts & Culture

Administrative Support:

- Arranging travel, including complex domestic and international travel and out-of-town meetings
- Create travel briefing books as needed
- Maintaining calendars for assigned teams and staff members, providing advance materials to support preparation as requested.
- Utilizing Concur travel expense management system, prepare and process staff expense reports; coordinate invoicing and advancing payment requests on behalf of the domains as necessary.
- Producing reports as requested using MACP data systems and platforms.
- Assisting with preparation of presentation materials including PowerPoint presentations.
- Use Microsoft Excel to create and update simple spreadsheets, charts, and graphs.
- Uploading and tagging documents to SharePoint and printing documents as requested.
- Design and utilize project management tracking tools as assigned, such as Asana or One Note.
- Organizing and maintaining files.

JOB RESPONSIBILITIES CONTINUED

Plan and Coordinate On-Site and Off-Site Meetings:

- Working with other Administrative Specialists to calendar meetings and events, often including large, cross-functional groups and external participants.
- Assisting with assembling agendas and meeting materials and distributing advance materials/board packages.
- Specific to the Akaloa Program Committee work closely with the Executive Assistant, Board Relations to coordinate board meeting travel planning and lead the content assembly and distribution of board books to meeting attendees 2-3 times each year.
- Making room, facility, and meal/catering arrangements and coordinating activities and vendors during the meeting.
- Arrange and facilitate use of information technology for meetings.
- Typing post-trip notes for team members.

Assist With Correspondence:

- Preparing basic correspondence.
- Drafting, proofreading, and formatting, letters, memos, forms, policies, and procedures and finalizing their correspondence.
- Handling confidential information with integrity.

Other Duties to Include:

- Participate collaboratively in cross-functional teams and projects to develop, implement, and maintain organizational processes, tools, and documentation, as assigned.
- Providing back-up to other administrative staff as necessary.
- Other projects and duties as assigned.

TRAVEL

- None anticipated

EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS

Outstanding candidates for the role position will offer many of the qualities, skills, and characteristics listed here. We know that no candidate is likely to have every one of these qualities, so we encourage interest and applications from people who have the capacity to grow into the responsibilities listed and who bring transferable skills.

- High School degree or equivalent required; Associate's or Bachelor's degree preferred.
- 3+ years in an Administrative Support role supporting a team of people.
- Strong working knowledge of the Microsoft Suite including but not limited to PowerPoint, Word, Excel, Teams, and Outlook; an openness to using new technologies; prefer experience with SharePoint or similar database management systems.
- Experience researching and making complex travel arrangements, both domestic and international.
- Strong working knowledge of travel expense management systems; Concur preferred.
- Demonstrated history of calendar and travel management experience.
- Strong writing and proofreading skills.
- Strong organizational skills with a keen ability to prioritize and handle multiple tasks simultaneously.
- The ability to interface well with internal and external business associates in a highly professional manner.
- Maintain the highest level of confidentiality in both internal and external relationships.
- Excellent interpersonal skills and ability to collaborate effectively with other team members and administrative staff.
- Critical thinking and problem-solving skills; able to identify when to elevate issues.
- Sound judgment and decision-making skills.
- Interest in and ability to continuously improve processes.

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, MN, 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.

COMPENSATION

MACP has identified a salary range of \$55,000- \$62,000 for this role. Actual starting salary of candidate will be commensurate with years, breadth, and depth of relevant experience, education, certifications, credentials, special skills, accomplishments, and other factors relevant to the position.

MACP benefits are generous and include:

- 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

MACP has partnered with [kpCompanies](#) in this search. Interested candidates should submit cover letter, resume, and salary expectations (**Please combine cover letter and resume into 1 document to upload**) no later than 9:00 pm on Thursday, March 2, 2023. All submissions are received in strictest confidence.

You can apply by submitting your application online here:

<https://evoportalus.tracker-rms.com/kpCompanies/MyLite?id=1085>

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



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THANK YOU!

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