

The background of the entire image is a collage of numerous small, hexagonal frames. Each frame contains a portrait of a person, mostly smiling, representing a diverse range of ages, ethnicities, and genders. The frames are arranged in a honeycomb pattern, creating a textured, interconnected visual effect. The overall color palette is a muted, dark blue-grey, which serves as a backdrop for the white text.

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POSITION PROFILE



Margaret A.Cargill
PHILANTHROPIES

ORGANIZATION

Margaret A. Cargill Philanthropies

POSITION

Events Coordinator

APPLICATION DEADLINE

Applications will be accepted until 9:00 pm on Friday, August 4, 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: [Download PDF of DEIJ Vision](#)

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 (click the domain names to learn more).

- [ANIMAL WELFARE](#)
- [ARTS & CULTURES](#)
- [DISASTER RELIEF & RECOVERY](#)
- [ENVIRONMENT](#)
- [LEGACY & OPPORTUNITY](#)
- [QUALITY OF LIFE](#)
- [TEACHERS AND STUDENTS](#)



A background collage of numerous small, semi-transparent portrait photographs of diverse individuals, including men and women of various ethnicities and ages, arranged in a grid-like pattern.

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POSITION PROFILE



POSITION DESCRIPTION

Title: Events Coordinator

Organization: Margaret A. Cargill

Philanthropies (MACP)

Reports to: Manager, Human Resources

Partner

Location: Eden Prairie, Minnesota

Website: macphilanthropies.org

POSITION PROFILE | Events Coordinator

SUMMARY

kpCompanies is leading the search for the next Events Coordinator for Margaret A. Cargill Philanthropies. This candidate will partner with Administrative Support team members and other MACP colleagues to provide support for planning and implementing select internal and external events, including convenings, networking meetings, Board meetings, all employee meals, Culture Club activities, retirement celebrations, and other Foundation-sponsored events.

JOB RESPONSIBILITIES

Event Coordination

- Collaborate with Administrative Support team, Culture Club teams, and other stakeholders to identify expectations and assistance needs for events.
- Provide event planning and logistics support which includes identifying and coordinating vendors, meal planning and ordering, drafting, and sending communications, monitoring calendars and budgets, space planning, and decor ideas.
- Manage and maintain foundation-wide event calendar and annual organization-wide meal calendar. Anticipate upcoming events and take a proactive role in advance planning.
- Work with vendors and Office & Facilities to coordinate event logistics including vendor load-in and badging, signage, room set-up, decorations, special requests, etc.
- Provide feedback and periodic reports to stakeholders keeping them apprised of progress, issues encountered and proposed solutions.
- Assist with execution of the event including room set up, material preparation, food and beverage support, on-site monitoring, and tear down/clean up.
- Proactively handle issues and troubleshoot any emerging problems on the event day.
- Propose new ideas and create documentation to improve the event planning and execution process.
- Conduct post-event evaluations in order to determine how future events could be improved. Coordinate the capture of event learning.

JOB RESPONSIBILITIES cont.

- Maintain records of event aspects including menu evaluation, cost information, vendor service level, presentation, and guest feedback.
- Conduct site visits to evaluate possible meeting or event locations as needed. Research and prepare site cost comparisons and select locations and facilities, taking goals, objectives and budget of the event into account.

Culture Club

- Lead Culture Club at MACP in partnership with the Manager, Human Resource Operations, including annual project planning and material creation for relevant communications.
- Co-lead steering team, including scheduling meetings, setting agendas, developing materials, and following up on action items.
- Provide day to day support to leads and team members with a lens towards providing inclusive activities for staff.
- Manage the Culture Club calendar with a focus on cadence of activities.
- Create and maintain planning resources for teams.
- Serve in lead role for the annual picnic and annual smorgasbord events, partnering with teams appropriately.
- Support annual day of service planning, as needed.

Vendor Management

- Develop relationships with external vendors with a focus on establishing key partnerships.
- Negotiate contracts as necessary in collaboration with our Legal department.
- Provide constructive feedback to vendors to foster high quality service and greater efficiencies.
- Review invoices for accuracy and appropriate charges, follow up on potential inaccuracies and submit for payment.
- Identify new vendors that fit within organization goals with a focus on minority or women owned, eco-friendly, and local businesses.

JOB RESPONSIBILITIES cont.

Overall Responsibilities

- Provide staff augmentation for the Administrative Support team during staff absence or heavy workload as directed.
- Oversee and manage the daily catering procedures for internal meetings in collaboration with the Administrative Support team.
- Work closely and effectively with the direct manager to keep them informed of upcoming commitments and responsibilities, following up appropriately.
- Prioritize conflicting needs; handle matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures.
- Enhance organization and department effectiveness, efficiency, and empowerment through identifying and owning steps to improve and streamline processes.
- Participate collaboratively in teams and projects to develop, implement, and maintain organizational processes, tools, and documentation, as assigned.
- Provide training and resources to internal teams and respond to event related inquiries as appropriate.

TRAVEL

Minimal, as required to support event coordination and other duties.

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.

- 3+ years' experience with different aspects of event planning including logistics, catering and visual presentation.
- Experience in the non-profit sector or familiarity with philanthropy is preferred.
- Strong working knowledge of PowerPoint, Word, Excel and Outlook; an openness to using new technologies; prefer experience with SharePoint and Concur.

EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS Cont.

- Excellent interpersonal skills and the ability to collaborate effectively and build relationships with a broad group of stakeholders, including colleagues, vendors, external partners and others.
- Organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Demonstrated positive and proactive approaches to problem-solving with strong decision-making capability.
- Adaptable to various competing demands and demonstrate a high level of customer service and response.
- Possess creative thinking with the ability to develop ideas into executable plans.
- Possess technical knowledge to set up presentations and operate Audio Visual systems.
- Demonstrated high commitment to intercultural understanding and sensitivity.
- Demonstrated knowledge of and commitment to addressing racism and other societal inequities.
- Excellent written and verbal communication skills.
- Interest in and ability to continuously improve processes.
- Ability to handle sensitive and confidential information with integrity.
- Highly resourceful team-player, with the ability to also be effective independently.
- High School degree or equivalent required; Associate's or Bachelor's degree preferred.

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 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 move around the building and stand to execute event tasks; ability to lift, move and retrieve objects up to 25 pounds and bend, stoop, crouch, and reach to perform work functions.
- This role also frequently performs multiple tasks simultaneously and works closely with others as part of a team.
- Setup events early in the morning and/or staying late for an evening event, sometimes resulting in longer days and/or overtime.

COMPENSATION

MACP has identified a salary range of \$58,000- \$65,000 for this role. The actual starting salary of the 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, please see total rewards at

<https://www.macphilanthropies.org/careers/>

- Competitive compensation
- Strong medical, dental, and vision benefits for staff and their dependents with competitive monthly premiums and flexible spending accounts
- The 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 five years.
- 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 a cover letter, resume, and salary expectations **(Please combine resume and cover letter into 1 document to upload)** no later than 9:00 pm on Friday, August 4, 2023. All submissions are received in the strictest confidence.

You can [apply here](#)

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.

kpCOMPANIES SEARCH TEAM



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FOUNDER & MANAGING DIRECTOR



JOELLE ALLEN

SVP CLIENT SERVICES



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THANK YOU!

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