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POSITION PROFILE
ORGANIZATION
Margaret A. Cargill Philanthropies

POSITION
Project Manager, Strategic Initiatives

APPLICATION DEADLINE
Applications will be accepted until 9:00 pm on Sunday, October 8th, 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, Arts & Cultures, Disaster Relief & Recovery, Environment, Animal Welfare, Quality of Life, Teachers & Students, 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 2022, MACF’s assets are approximately $3.3 billion.

Anne Ray Foundation is a supporting organization, which may make grants only to beneficiary organizations specifically named by Ms. Cargill. Year-end 2022, ARF’s assets are approximately $4.7 billion.

OUR DEIJ 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 & STUDENTS**
ABOUT OUR WORKPLACE

Our community of more than 115 employees brings expertise from a variety of professional and personal experiences. We are inspired by a common mission, shared values, and the difference we can make by working together.

In January 2023, we adopted our Employee Value Proposition (EVP) that shares our commitments to our team member's careers. We are committed to ensuring a diverse workforce where all team members feel like they belong, and we put equity at the center of our approach to individual development. We make a robust investment in each team member's professional development to ensure they can contribute meaningfully to MACP's mission, grow in their roles, and achieve their career goals both within and outside of MACP. We also value staff retention, and the stability and consistency of a dedicated team. You can read our full EVP online here.

We are also proud to offer a welcoming workplace that supports our employees' health and overall wellbeing. We supplement that environment with activities throughout the year that promote collaboration, learning, and fun. Reflecting our investment in staff wellbeing, we have deepened our commitment to flexible work schedules and have implemented an innovative new approach to work arrangements in 2022. All MACP staff have a reduced workweek, with half-day Fridays, year-round, with the option of working remotely up to two days per week.

MACP's home in Eden Prairie, Minnesota is a foundational aspect of our identity, reflecting an organizational commitment to sustainability, balance, and collaboration. In spring 2016, MACP completed a major building expansion, and our LEED Platinum certified building features include sustainable materials, outdoor meeting areas, a fitness room, and unique art and keepsakes from Ms. Cargill's personal collection and others, that reflect our grantmaking and the communities where we work. Our space is a living reminder of our values.

Eden Prairie is part of the Twin Cities metro area including Minneapolis and St. Paul, which have over 3 million residents and together make up one of the metropolitan areas in the country. A unique blend of small town and major cosmopolitan hub, both urban cores boast a thriving business atmosphere.

For more information about MACP, please visit our website.
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POSITION PROFILE
POSITION DESCRIPTION

**Title:** Project Manager, Strategic Initiatives

**Organization:** Margaret A. Cargill Philanthropies (MACP)

**Reports to:** Manager, Strategic Initiatives

**Location:** Eden Prairie, Minnesota

**Website:** macphilanthropies.org
POSITION PROFILE | Project Manager, Strategic Initiatives

SUMMARY
kpCompanies is leading the search for the Project Manager, Strategic Initiatives for Margaret A. Cargill Philanthropies. This individual provides project management support for organization-wide initiatives and prioritized cross-functional projects. This role will help implement key strategic initiatives and operational priorities, contributing to organizational development and the success of the organization’s long-range strategic plans. This position will report to the Manager, Strategic Initiatives and is a member of the Strategic Planning team.

JOB DUTIES AND RESPONSIBILITIES

- Work collaboratively with the Strategic Planning team to advance the interests and capabilities of the organization.
- Support key aspects of complex, cross-functional projects and key initiatives.
- Support Strategic Planning team in ensuring our practices and processes support and advance the organization’s vision for diversity, equity, inclusion, and justice.
- Collaborate with project leaders from other functional areas to understand and pursue project objectives.
- Develop and maintain project timelines, track milestones, and keep teams informed of project status.
- Plan, coordinate and execute project activities.
- Develop meeting agendas, prepare and deliver presentations, facilitate discussions, and summarize and communicate key takeaways and next steps.
- Conduct research and analysis, as needed.
- Proactively manage issues by surfacing problems and identifying potential solutions.
- Provide change management support in a period of high organizational growth.
- Support continuous learning efforts by identifying opportunities for improvement within and across projects.
- Manage or lead special projects as assigned, including, but not limited to, projects that provide opportunities for our staff to stay connected to donor legacy, such as our annual Founder’s Day.
EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS

- Bachelor’s degree in business, management or similar field with 3 years related work experience; or an equivalent combination of education and experience.
- Demonstrated interest in the nonprofit sector.
- Strong project management experience with proven ability to prioritize, develop realistic action plans and work on multiple complex projects simultaneously while maintaining a high level of organization.
- Experience working in management or strategy consulting preferred.
- Experience with strategy development, process improvement, change management, organizational learning, or information management is preferred.
- Ability to think strategically and analyze complex problems.
- Ability to synthesize large amounts of complex information and convey it clearly and effectively.
- Excellent communication skills, both verbal and written.
- Excellent judgment and decision-making skills.
- Ability to collaborate effectively with internal and external business associates in alignment with organizational priorities and values.
- Strong sense of integrity, discretion, and trustworthiness; ability to maintain the highest level of confidentiality and discretion both internally and externally.
- Demonstrated high commitment to intercultural understanding and sensitivity.
- Demonstrated knowledge of and commitment to addressing racism and other social inequities.

TRAVEL

Ability to travel on occasion, both domestic and international.
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. This role may require an irregular schedule or overtime.

Occasional or intermittent physical activities will include bending, reaching, twisting, stooping, climbing.

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.
COMPENSATION

MACP has identified a salary range of $78,000 - $87,000 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.
- Professional development benefits, including opportunities to participate in relevant membership organizations and external learning activities.
- A tuition reimbursement for employees pursuing college or advanced degrees or a certificate.
- 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) plans 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.

Position Profile | PM, Strategic Initiatives | MACP
Margaret A. Cargill Philanthropic Services, LLC is committed to the full inclusion of all qualified individuals interested in this role. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Nidhi Tyagi at nidhi@kpcompanies.com

**HOW TO APPLY**

MACP has partnered with kpCompanies in this search. Interested candidates should submit a cover letter, resume, and salary expectations (COMBINE DOCUMENTS INTO 1 UPLOAD) no later than 9:00 pm on Sunday, October 8th, 2023. All submissions are received in the strictest confidence.

You can [apply here](#).

**EQUAL EMPLOYER OPPORTUNITY**

We consistently work to make our community a stronger, more equitable place. In order to fulfill our mission, we understand that employing a diverse team of knowledgeable, passionate individuals who reflect our community is vital. To that end, the Foundation's staff consistently works to ensure that our recruiting activities and hiring plan align with our commitment to equitable hiring practices.
CONTACT US

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THANK YOU!

www.kpcompanies.com