POSITION PROFILE: Programs Intern - Program Operations

The purpose of this internship is to support the Program Operations/Grants Management team with revising and updating training materials and guides, and supporting the learning and improvement process for MACP’s new grants renewal and other grantmaking changes. Oversight for this internship will be provided by the Manager, Program Operations. Mentorship for this role will be provided by the Program Operations team. This role will entail a commitment of approximately 36 hours for 10-12 weeks during the summer of 2024.

The internship will be in a hybrid format. The intern is required to work from MACP’s Eden Prairie, Minnesota office three days per week in each five-day workweek. The remaining two days will be for remote work. Please note that complete relocation to the Minneapolis Area is required for this internship.

ABOUT MARGARET A. CARGILL PHILANTHROPIES

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 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. MACP’s Philosophy of Grantmaking underscores the values and guiding principles of Margaret A. Cargill by: using education and innovation as a means to achieve core purposes; empowering people to be self-sufficient; maintaining a low profile while meeting the needs of others; supporting programs that could have a broad impact, having socially redeeming values and standards, and that value life; and relieving suffering in times of disaster. As a core element of its philosophy, MACP invests in long-term relationships with key grantee organizations in order to find solutions that are consistent with the values of both parties.

To live more fully into our philosophy of grantmaking, we adopted a DEIJ vision statement to guide our work; view it online here. The motivation and guidance for this diversity, equity, inclusion, and justice 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.

MACP’s DEIJ Vision and the commitments embodied within are a living document, a guidepost, and they will evolve as we learn and grow. This statement is intended as a framework to guide our shared efforts as we develop the action steps and accountability measures necessary for the next phase of our work.

RESPONSIBILITIES:

Primary Projects
Support the Program Operations team in:
- Updating the Grantmaking Operations Guide or other training materials to reflect new practices and processes.
- Analyzing, interpreting, and sharing back staff and/or grantee learnings and possible improvements for new grantmaking practices and processes. This may include both qualitative and quantitative analyses,
along with engaging with key stakeholders.

The Program Operations/Grants Management team strives to live into MACP’s DEIJ Vision through all of their efforts. The intern will be encouraged and supported in embedding DEIJ across all of their work.

- Support MACP's vision and commitment to diversity, equity, inclusion, and justice (DEIJ) by contributing to team and organization wide DEIJ goals and efforts.
- Demonstrate knowledge of and commitment to intercultural understanding and sensitivity and awareness of systemic racism and other forms of structural injustice.

Additional, small-scale projects may also be pursued as opportunities emerge, and which may also be beneficial to the selected Intern to enhance their own educational and professional experience. These opportunities will be identified in partnership with the intern based on departmental needs and intern interests.

**Key Responsibilities**

**Writing and communication**
- Draft project communications for stakeholders
- Develop materials to share back learnings from new grant renewal process.
- Draft sections of Grantmaking Operations Guide or training materials with support from the Program Operations team.

**Analysis and interpretation**
- Analyze and interpret quantitative and/or qualitative sources to summarize key learnings from the renewal process. Use findings to recommend possible action steps or process changes.
- Depending on project needs and timing, intern may engage in qualitative interviews to support documenting grantmaking renewal process learnings to date.

**Project management**
- Draft project plan for assigned tasks, in alignment with broader Program Operations project plans.
- Engage with Program Operations in team in Asana.

**Stakeholder engagement**
- Support learning and feedback activities for grantmaking staff.
Build facilitation and meeting management skills. Organizational learning
- Interested in building skills related to organizational learning practices, including documenting and summarizing group learning to inform changes.

EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS:
- Pursuing a graduate or undergraduate degree in Liberal Arts (sociology, communication, public affairs, communications, public health, evaluation, or related fields).
- Interest in philanthropic practice, grants management, and MACPs' Philosophy of Grantmaking.
- Ability to work independently and enjoys self-directed projects.
- Experience conducting basic qualitative and quantitative analyses and summarizing key findings.
- Strong written and verbal communication skills.
- Working knowledge of PowerPoint, Word, Excel and Outlook.
- Skilled in project management, with strong attention to detail and accuracy.
- Excellent interpersonal skills and ability to collaborate effectively with other team members and stakeholders.
- Ability to maintain a high level of integrity and confidentiality in both internal and external relationships.
- Passionate about embedding diversity, equity, inclusion and justice in their work.

ABOUT OUR WORKPLACE
Our community of more than 100 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.
We are proud to offer a welcoming workplace that supports our employees’ careers, 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 has 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: [www.macphilanthropies.org](http://www.macphilanthropies.org).

**TRAVEL**
No travel required.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

The work environment is an office setting with a designated office or workstation at the Margaret A. Cargill Philanthropies office in Eden Prairie, Minnesota. Candidates not currently located in the vicinity are required to relocate. We understand that relocation involves costs, and we offer a
relocation allowance to assist eligible candidates in making a smooth transition.

- We practice a hybrid work schedule with the expectation that employees will work in-office 3 days per week with the option to work remote up to two days per week.
- There may be occasions where it is required to be in-office more than 3 days in a week or on a day normally scheduled as a remote workday, depending on the role.
- We also practice shared in-office workdays on Tuesdays and Wednesdays and shared work hours between 9 am-3 pm Monday-Thursday and 9 am-12 pm Friday.
- Occasionally, the person in this role may be required to adjust to time pressures and frequent changes. This role may require an irregular schedule.
- This position is primarily a sedentary role with an adjustable sit/stand desk.
- The person in this position needs to occasionally move about inside the office to access file cabinets, office equipment, attend meetings or events, etc.
- Occasional or intermittent physical activities may include bending, reaching, twisting, stooping, or climbing.
- 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.
- This role also frequently performs multiple tasks simultaneously and works closely with others as part of a team.

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 AND BENEFITS
MACP has identified compensation of $21/Hr for undergraduate students and 32/Hr for graduate students.
*Stipend for relocation available for those relocating.

HOW TO APPLY:
Interested candidates should submit a cover letter and resume here:
https://recruitcrm.io/apply/17068956523260039548PNE

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.