



Margaret A. Cargill
PHILANTHROPIES



Appointment of
**Program Officer,
Environment**

May 2025

Job Location - Hybrid in Eden Prairie, MN

Salary Range - \$131,000 - \$155,000 Annually



AMERICAS ASIA PACIFIC EMEA

Contents

03 About Margaret A. Cargill Philanthropies (MACP)

Perrett Laver is conducting an executive search process in parallel with the public advertisement of the role.

05 About our Workplace

To apply, please upload a full curriculum vitae

(detailing the nature, scope and scale of responsibilities held) alongside a covering letter of application

09 Person Specification

detailing relevant skills, experience and motivation to

11 Compensation and Benefits
<https://PlusPortal.PerrettLaver.com> quoting reference number 7892.

12 How to Apply

The deadline for applications is **Monday, June 16 at 5 pm ET**.

Review of applicants will begin immediately. Applicants must be authorized to work in the United States without the need for employer sponsorship now or in the future.

MACP Equal Opportunity Statement

We know that engaging, building trust, and making a difference relies on the collective wisdom and strength of a truly diverse organization. Diverse perspectives are essential for advancing our mission and we welcome individuals from all backgrounds who bring various lived experiences and professional expertise, and who share a commitment to our donors' vision of providing meaningful assistance and support to society, the arts, and the environment.

We are proud to welcome a diverse mix of candidates and to be an equal opportunity employer. All employment decisions are made without regard to race, color, creed, religion, gender identity, sex, pregnancy, sexual orientation, age, national origin, marital status, familial status, citizenship, disability, veteran status, public assistance, or any other legally protected characteristic.

About Margaret A. Cargill Philanthropies (MACP)

Based in Minnesota, Margaret A. Cargill Philanthropies (MACP) is the umbrella over two grantmaking foundations funded through Margaret Cargill's estate: Margaret A. Cargill Foundation and Anne Ray Foundation. Rooted in guidance from our founder, MACP engages with strategic partners to support work that makes a lasting difference for communities, with particular attention to overlooked causes. Our global funding spans seven domains connected through common grantmaking approaches: (detailing the nature, scope and scale of responsibilities held) alongside a covering letter of application

detailing relevant skills, experience and motivation to

https://PLusPortal.PerrettLaver.com	quoting reference
Animal Welfare number 7892.	Wellbeing of domestic animals and injured wild animals, and ways to increase empathy toward animals among children and adults
The deadline for applications is Monday, June 16 at 5 pm ET.	Folk arts, Native American art, music, tactile art, and artistically significant crafts that foster human creativity
Review of applicants will begin immediately. Applicants must be authorized to work in the United States without the need for employer sponsorship now or in the future.	Natural disaster preparedness, relief, and recovery, with emphasis on communities prone to low-attention disasters
MACP Environmental Opportunity Statement	Conservation of natural resources and protection of natural habitats
We know that engaging, building trust, and making a difference relies on the collective wisdom and experience of a truly diverse organization. Diverse perspectives are essential for advancing our mission and we welcome individuals from all backgrounds who bring various lived experiences and professional expertise, supporting the commitment to our donors' vision of providing meaningful assistance and support to society, the arts, and the environment.	Opportunities aligned with MACP's strategic priorities and support for generations of importance to our founder, Margaret Cargill
Legacy & Opportunity	Supporting children, young adults, families, and older adults throughout life's journey
Quality Of Life	Supporting the teaching profession and student success
Trees & Land & Climate	

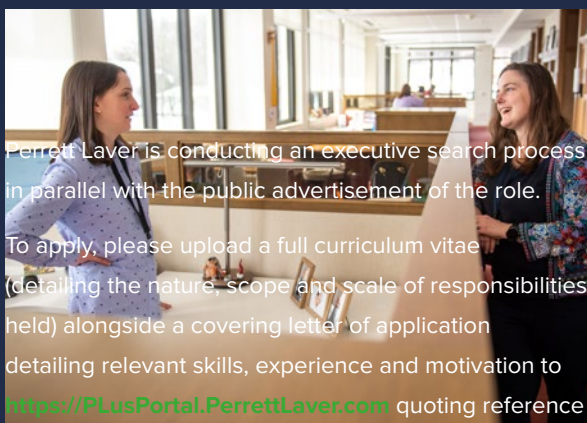
The two foundations have separate boards and investment portfolios but share a common mission of providing meaningful assistance and support to society, the arts, and the environment. We are proud to welcome a diverse mix of candidates and to be an equal opportunity employer. All

Margaret A. Cargill Foundation is a private foundation that came into existence upon Ms. Cargill's death in August 2006. In 2023, MACP's total assets were \$3.2 billion.

Anne Ray Foundation is a supporting organization, which may make grants only to organizations specifically named by Ms. Cargill. In 2023, ARF's total assets were \$4.9 billion.

pregnancy, sexual orientation, age, national origin, marital status, familial status, citizenship, disability, veteran status, public assistance, or any other legally protected characteristic.

About Margaret A. Cargill Philanthropies (MACP)



Perrett Laver is conducting an executive search process in parallel with the public advertisement of the role.

To apply, please upload a full curriculum vitae (detailing the nature, scope and scale of responsibilities held) alongside a covering letter of application

detailing relevant skills, experience and motivation to <https://PlusPortal.PerrettLaver.com> quoting reference number **7892**.

MACP's **Philosophy of Grantmaking** underscores the values and guiding principles of Margaret

A. Cargill by: using education and innovation as a Review of applicants will begin immediately. Applicants must be authorized to work in the United States without the need for employer sponsorship now or in the future. profile while meeting the needs of others;

Supporting programs that could have a broad

impact, having socially redeeming values and We know that engaging, building trust, and making a standards, and that value life; and relieving difference relies on the collective wisdom and strength of suffering in times of disaster. As a core element of a truly diverse organization. Diverse perspectives its philosophy, MACP invests in long-term are essential for advancing our mission and we welcome relationships with key grantee organizations in individuals from all backgrounds who bring various lived order to find solutions that are consistent with the experiences and professional expertise, and who share a values of both parties.

commitment to our donors' vision of providing

meaningful assistance and support to society, the arts, and the environment.

We are proud to welcome a diverse mix of candidates and to be an equal opportunity employer. All employment decisions are made without regard to race, color, creed, religion, gender identity, sex, pregnancy, sexual orientation, age, national origin, marital status, familial status, citizenship, disability, veteran status, public assistance, or any other legally protected characteristic.

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 guides our shared efforts as we develop the action steps and accountability measures necessary for the next phase of our work.



About our Workplace

Perrett Laver is conducting an executive search process in parallel with the public advertisement of the role.

To apply, please upload a full curriculum vitae

(detailing the nature, scope and scale of responsibilities held) alongside a covering letter of application detailing relevant skills, experience and motivation to experiences. We are inspired by a common mission, <https://PlusPortal.PerrettLaver.com> quoting reference number 7892, working together.

The deadline for applications is **Monday, June 16 at 5:00 pm ET**

In January 2023, we adopted our Employee Value Proposition (EVP) that will begin immediately. Applicants must be authorized to work in the United States with the diverse workplace responsibility members of the like.

they belong, and we put equity at the center of our **MACP Equal Opportunity Statement** approach to individual development. We make a robust We know that engaging, building trust and making a difference relies on the collective wisdom and strength of a MACP diverse organization. Diverse perspectives are essential for advancing our mission and we welcome individuals from staff backgrounds who bring various lived experiences and professional expertise, and who share a commitment to our donors' vision of providing

meaningful assistance and support to society, the arts, We are also proud to offer a welcoming workplace that supports our employees' health and overall wellbeing.

We support and welcome a diverse mix of backgrounds and talents to provide opportunity and employment. All employment decisions are made without regard to race, color, creed, religion, gender, identity, sex, pregnancy, sexual orientation, age, national origin, marital status, familial status, citizenship, disability, veteran status, public assistance, or worker's rights. Our office is a full-time, 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 largest 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.



Program Officer, Environment

Job Purpose

We are now seeking an inspiring, passionate, and experienced Program Officer to join our Environment Program, which aims to conserve and sustain terrestrial, freshwater, and marine ecosystems for the benefit of current and future generations. The Program Officer, Environment, is responsible for the continuous development, implementation, and management of our portfolio of work in Africa in the Environment Domain. This position operates under the supervision of the Program Director, Environment and works in collaboration with the Managing Program Director, other Program Officers, and Program Associates, in building and managing an effective grant-making program.

We pursue our Environment Domain goals by focusing on work in and with communities, supporting place-based conservation efforts that can create sustainable solutions to global conservation problems. Under its existing and well-honed strategies, the Environment Domain at MACP supports grantees in a set of defined focal geographies to deliver effective, sustainable community-led conservation solutions to address the problem of degradation of the Earth's freshwater, marine, and terrestrial ecosystems. The priority focus of this Program Officer role is managing our portfolio of work in Africa.

In collaboration with the Program Director, the Program Officer will lead communication regarding the implementation of these strategies to the Program Committees of the Boards, internal staff, nonprofit organizations, and other outside organizations as necessary.

Responsibilities

Strategic Grantmaking and Evaluation:

- Serve as the lead in the implementation of one or more strategically aligned grantmaking portfolios of the Environment Domain (initially focused on the Africa portfolio of work).
- Work with the Program Director to develop, evaluate, and refine guidelines, goals, and strategic plans for assigned portfolio(s).
- Work with grantee applicants on all aspects of the MACP grantmaking process, including due diligence review of potential grantee organizations. Assist applicants in developing realistic proposals that are aligned with strategic funding priorities, within the scope of the budget of the Environment Domain, consistent with MACP grantmaking policies and practices, and within applicants' capacity to deliver.
- Manage diverse grant portfolios of varying sizes and complexities, oversee active grants, evaluate progress, and provide clear communications and guidance to grantees, applicants, and other interested parties.
- Carry out various grantmaking approaches depending on the needs of a given grantee, project, or program strategy.

Program Officer, Environment

Stakeholder Management and Communication:

- Source and solicit prospective grantee proposals, partner with other functions (e.g. Finance) to assess and manage the level of financial and organizational risk of prospective grantees and elevate concerns as necessary.
- Maintain long-term relationships with grantee partners and navigate delicate or sensitive circumstances as they arise.
- Engage and collaborate with other funding partners to share knowledge, leverage additional resources and strategic approaches, and avoid duplication of efforts.
- Engage other functions at MACP for consultation, support, and problem-solving when the need arises, to implement MACP's grantmaking processes and practices.
- Connect program goals and financial targets with on-the-ground organizations and intermediaries with strong capacity to deliver.
- Monitor and evaluate grant outcomes with reduced overall burden on grantees.
- Serve as a strategic thought partner and problem solver to grantee and funder partners.
- Develop and maintain effective cross-functional and stakeholder relationships through careful understanding of stakeholder needs and strengths to facilitate successful grantmaking and build long-term trust.
- Work closely with the Legal, Finance, and Grant Management teams to conduct due diligence and monitor grants.



- Attend meetings and site visits related to the Environment Domain field, and on occasion, will be accompanied by other members of the Environment Domain team and cross-functional colleagues.

Effective Leadership and Communication:

- Contribute to the development of domain-level strategies and participate in communicating strategies to the program committee.
- Prepare written materials for program committee reports; participate and present information in program committee meetings as necessary.
- Maintain an understanding and share knowledge of emerging trends, concepts, and issues in philanthropy with team members and peers.
- Utilize evaluation and learning tools to analyze grant impact and collaborate on strategy refinement.
- Evaluate and share learnings about strategy.
- Develop methods and systems for analyzing grant impact and effectiveness in collaboration with the Program Director and the Evaluation and Organizational Learning Team for the purposes of accountability and learning by the philanthropies, individual staff members, grantees, and peer organizations.

Program Officer, Environment

- Strong commitment to the mission, values, and goals of MACP, and represent the organization to the public and stakeholders, fostering connections, and promoting collaboration.
- Seek resources and develop peer connections within the philanthropic sector to broaden knowledge of relevant concepts, theories, and principles.
- Share knowledge and insights to support team and partner efforts.

Commitment to MACP's Mission and Values, including Diversity, Equity, Inclusion, and Justice:

- Advance MACP's mission and cultural values of excellence, humility, learning, respect, integrity, and making a difference. Support MACP's vision and commitments to diversity, equity, inclusion, and justice (DEIJ), which are rooted in our cultural values and embedded in direction from our donor.
- Contribute to community learning and impact goals, including efforts to strengthen a culture of belonging that embraces different viewpoints, seeks full participation, cultivates welcoming and respectful environments, promotes fair treatment, and confronts discrimination in all its forms.



Person Specification

Education and Experience:

- Bachelor's degree required; a graduate degree in a related field is preferred.
- Five or more years of experience in managing large and/or complex grant portfolios; Foundation experience preferred.
- Strong understanding and knowledge of nonprofit organizations, including how to effectively manage and scale.
- Prior experience and understanding of programs related to ecosystem conservation is preferred.
- Extensive experience in program development and grant implementation within the environment field, with proven capability to advance and leverage program interests.
- Demonstrated expertise in fostering connections and collaboration across stakeholder groups.
- Ability to inspire and foster trust and confidence in staff, management, and colleagues.
- Possess knowledge and some experience utilizing evaluation and learning tools and practices.
- Experience as a user of grant-management software and tracking systems, such as GIFTS and Fluxx.
- High level of emotional intelligence and the ability to adapt to tone according to the audience being communicated with.
- Proficiency in responding to and resolving complex inquiries and issues.
- Strategic thinker with strong analytical and planning skills.

Skills and Abilities:

- Deep understanding of the conservation sector and how philanthropy can create a deeper impact within it.
- Ability to develop peer connections within the philanthropic sector to broaden knowledge of relevant concepts, theories, and principles.
- Excellent project management and planning skills, including the ability to organize effectively, prioritize tasks, projects, and goals, manage time, and meet multiple competing deadlines in alignment with organizational and functional priorities.
- Strong collaborative and inclusive communication skills, including the ability to quickly develop written materials and maintain a positive attitude under pressure.
- Self-motivated and able to work independently.
- High level of personal and professional integrity and ethics.

Intercultural Awareness:

- International experience and demonstrated ability to work effectively in a wide range of cultural settings is critical.
- Demonstrated knowledge of and commitment to intercultural communications, including sensitivity to and awareness of how social context, systems, and structures can impact fair treatment, access, opportunity, and outcomes.

Person Specification

- Community service experience working with psychological, physical, and social differences that occur among many individuals and in varied geographies/contexts.
- Deep understanding of systemic barriers that limit full community participation, and the ability to incorporate strategies to support communities in achieving transformative outcomes.
- Experience in addressing biases and fostering fair and equitable outcomes.
- Relevant foreign language skills for effective and culturally appropriate communication are advantageous.

Travel

25%, including extended international travel. During field visits, the employee may occasionally be required to travel and live in wilderness or remote rural conditions for a few days at a time, or to travel by boat or small aircraft in order to access points or people of interest.

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.

- 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. This includes working in the office Tuesday and Wednesday and either Monday or Thursday; all employees work remotely on Friday.
- 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 practice shared work hours between 9am-3pm Monday-Thursday and 9am-12pm 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 or overtime.
- 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 within an office environment.
- 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/print machine.

This role also frequently performs multiple tasks simultaneously and works closely with others as part of a team.



Compensation and Benefits

MACP has identified a salary range of \$131,000-\$155,000 USD 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, including relocation support;
- 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) 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, and paid parental leave.

How to Apply

Perrett Laver is conducting an executive search process in parallel with the public advertisement of the role.

To apply, please upload a full curriculum vitae (detailing the nature, scope and scale of responsibilities held) alongside a covering letter of application detailing relevant skills, experience and motivation to <https://PLusPortal.PerrettLaver.com> quoting reference number **7892**.

The deadline for applications is **Monday, June 16 at 5 pm ET**.

Review of applicants will begin immediately. Applicants must be authorized to work in the United States without the need for employer sponsorship now or in the future.

MACP Equal Opportunity Statement

We know that engaging, building trust, and making a difference relies on the collective wisdom and strength of a truly diverse organization. Diverse perspectives are essential for advancing our mission and we welcome individuals from all backgrounds who bring various lived experiences and professional expertise, and who share a commitment to our donors' vision of providing meaningful assistance and support to society, the arts, and the environment.

We are proud to welcome a diverse mix of candidates and to be an equal opportunity employer. All employment decisions are made without regard to race, color, creed, religion, gender identity, sex, pregnancy, sexual orientation, age, national origin, marital status, familial status, citizenship, disability, veteran status, public assistance, or any other legally protected characteristic.

We are committed to the full inclusion of all qualified individuals, and we welcome the opportunity to discuss and offer 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 **will.riggs@perrettlaver.com**.

Perrett Laver GDPR Statement

Protecting your personal data is of the upmost importance to Perrett Laver and we take this responsibility very seriously. Any information obtained by our trading divisions is held and processed in accordance with the relevant data protection legislation. The data you provide us with is securely stored on our computerised database and transferred to our clients for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered interest in.

Perrett Laver is a Data Controller and a Data Processor, as defined under the General Data Protection Regulation (GDPR). Our legal basis for much of our data processing activity is 'Legitimate Interests'. You have the right to object to us processing your data in this way. For more information about this, your rights, and our approach to Data Protection and Privacy, please visit our website <http://www.perrettlaver.com/information/privacy-policy/>.



AMERICAS ASIA PACIFIC EMEA

4753 N Broadway
Floor 2
Chicago, IL 60640
USA
T: +1 312 667 4511