



POSITION PROFILE

Executive Assistant, Programs

Employer:
Margaret A. Cargill Philanthropies

Job Type:
Full Time

Salary Range:
\$87,000 - \$97,000

Job Location:
Eden Prairie, Minnesota

About Margaret A. Cargill Philanthropies

Based in Minnesota, Margaret A. Cargill Philanthropies (MACP) is the umbrella over the two grantmaking foundations founded by the late Margaret Cargill: 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: Animal Welfare, Arts and Cultures, Disaster Relief and Recovery, Environment, Legacy and Opportunity, Quality of Life, and Teachers and Students.

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. In 2023, MACF'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.

How to Apply for this Position

Steele Recruiting is pleased to conduct this search on behalf of MACP. Please send your cover letter and resume to Diane Steele (diane@steelerecruiting.com) or Nick Raverty (nick@steelerecruiting.com).

The application deadline is September 12, 2025.

About Margaret A. Cargill Philanthropies

Our Philosophy of 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 Commitment to Diversity, Equity, Inclusion, and Justice

We envision a future in which our philanthropic resources and relationships help remove systemic barriers that limit access to opportunity and marginalized 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 grantee partners, community members, and other strategic partners – where differences are seen and respected, voices are heard, and individuals feel supported and valued for their authentic selves.



About Our Workplace

Our community of more than 125 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, supports our mission, and helps build a culture where everyone feels respected, valued, and has a sense of belonging.

We make sure opportunities for career advancement and access to development resources are distributed fairly and transparently. 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 [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. MACP staff have a 36-hour workweek (for full-time employees), with half-day Fridays and the option of working remotely up to two days per week.

MACP's home in Eden Prairie, Minnesota reflects our organizational commitment to sustainability, legacy, and collaboration. Our LEED Platinum certified building features 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 that includes Minneapolis and St. Paul, which together make up one of the largest metropolitan areas in the country with over 3 million residents. 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.

THE OPPORTUNITY

MACP is seeking candidates who share the organization's values and commitment to join our team as an Executive Assistant, Programs.

The Executive Assistant, Programs, provides support to the Vice President of Programs and manages administrative matters for the VPP related to the Programs team. This position reports to the Vice President, Programs and is a member of the Programs and the Administrative Support Team.

The Executive Assistant should enjoy working within an environment that is mission-driven, high performing, results-oriented and community focused. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

The Executive Assistant will have the ability to work independently on projects and must be able to work under pressure to handle a wide variety of activities. This position has access and exposure to a wide variety of information, often confidential and sensitive in nature, including working with senior leaders and their support staff. The ability to handle this information with discretion is a critical aspect of this role.

The Executive Assistant will have the ability to work on projects that are developmental in nature, sometimes with multiple inputs and initial ambiguity as they unfold.

Responsibilities

Administrative Support

- Arrange complex and detailed domestic and international travel plans, itineraries, and agendas for the Vice President, Programs. Compile documents for meetings involving travel.
- Keep track of important board and senior leadership trips and support the development of materials for those trips as needed.
- Complete a broad variety of administrative tasks including completing expense reports; organizing and maintaining hard copy files; reviewing and organizing mail; maintaining database of contacts, and other tasks of this nature.
- Work with Program Operations leadership to support quarterly reporting on expenses against the Vice President, Programs' budget.
- Work closely with the Managing Director, Program to manage memberships and subscriptions for the programs team by monitoring access details, ensure timely renewals, and processing payments as needed.
- Coordinate group registrations for conferences and events as needed.
- Leverage a deep understanding of function's purpose, goals and business operations and communication norms and proactively engage with internal and external colleagues by responding to requests, questions, and correspondence in a timely, professional, and discreet manner—to ensure the VP Program is set up for success in key discussions and initiatives.
- Handle matters expeditiously, proactively, with the upmost accuracy, and follow-through on projects to successful completion, often with deadline pressures.

Calendar Management

- Manage calendars for Vice President, Programs, keeping them up to date, ensuring prep time for meetings is held, communicating frequently about upcoming appointments, commitments, and conflicts, providing daily briefings regarding schedule, and overseeing general maintenance and monitoring of calendar to keep days running smoothly.
- Use good judgment and a strong understanding of the Vice President, Programs' schedule, time, and preferences, and be assertive when managing competing priorities.
- Work with Managing Director, Program to design the master calendar for Programs annually and manage the scheduling and any other changes to it over the course of the year.
- Coordinate with other internal and external stakeholders about the Vice President, Programs availability and involvement within a given project or initiative.

Meeting Coordination

- Fully prepare the Vice President, Programs in advance of meetings by creating a briefing summary including but not limited to the purpose of the meeting, location and other related venue information, list and bios of participants, background on organizations represented or involved and website information.
- Provide support to the Grants Management team in compiling materials for Program Committee and Executive Review meetings, including helping to ensure the Vice President, Programs in meeting deadlines for materials that the Vice President, Programs develops for the binder.
- Plan and coordinate routine Program-related meetings including:
 - Regularly support logistics of internal meetings involving the Vice, President, Programs, other members of the program leadership team, the program staff, and others, including external visitors.
 - Communicate proactively and strategically on behalf of the Vice President, Program regarding their absence for meetings, projects, or initiatives, and ensure that any necessary notes or follow-up materials are gathered as needed.
 - Take meeting minutes for key Program leadership or staff meetings as needed and share back with participants in a timely manner.
 - Schedule and set up meeting rooms (including technology), coordinate catering and flow of presenters, take notes and consolidate follow-up actions as needed.

Proper Documentation

- Keep documents saved in Programs SharePoint sites organized, coded properly and up to date to be easily accessible to those who are authorized to review them.
- Draft, prepare and/or proofread presentation materials, spreadsheets, correspondence, memoranda, reports, and other documents or forms for the Vice President, Program as needed that may be confidential.

Other Duties

- Assist with special projects, ad-hoc requests, coordinate group travel, and small research tasks as needed.
- Provide back-up to other assistants as necessary.
- Perform other duties as assigned.

CANDIDATE PROFILE

Role Requirements

Education and Experience

- High School Diploma required; Bachelor's Degree preferred.
- At least five (5) years of experience supporting C-Level Executives, preferably in a non-profit organization or an equivalent combination of experience and training.
- Advanced knowledge of Microsoft Office (Outlook, Word, Excel, and Power Point) and Adobe Acrobat required. Microsoft SharePoint and CRM (Customer Relations Management) experience preferred.
- Visa sponsorship is not available for this position. Candidates must be authorized to work in the US.

Skills and Abilities

- Experience with complex travel arrangements, including international travel.
- Proven ability to handle confidential and sensitive information with complete discretion.
- Skilled at anticipating needs and being proactive to address those needs.
- Organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners, and others.
- Proven ability to exercise diplomatic skills with executive-level stakeholders by professionally articulating Vice President, Programs needs, solving problems with sensitivity, and when relevant, setting clear expectations and boundaries.
- Exceptional written and verbal communication skills. Ability to write reports, and business correspondence.
- Demonstrated analytical skills and strong growth mindset by "reading between the lines."
- Demonstrated positive and proactive approaches to problem-solving with strong decision-making capability.
- Highly resourceful team-player, with the ability to also be effective independently.
- Adaptable to various competing demands and demonstrate a high level of customer service and response.
- Exercise sound judgment to protect and prioritize strategic use of the Vice President, Programs' time, effectively building and maintaining a trusted relationship with them.
- Forward looking thinker, who actively seeks opportunities and proposes solutions.
- Excellent judgement and the ability to maintain the highest degree of discretion, tact, and flexibility to promote a positive professional image for the Vice President, Programs, and the organization.
- Ability to collaborate effectively with other team members.
- Ability to work in an environment of rapid change with evolving systems, processes, and policies.

Travel

None anticipated.

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 remote 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 \$87,000-97,000 for this role. The actual starting salary will be commensurate with years, breadth, and depth of relevant experience, education, certifications, credentials, special skills, accomplishments, and other factors relevant to the position. This position is paid hourly, and is classified as non-exempt. This role is overtime eligible in accordance with federal and state labor laws.

- Competitive compensation.
- Professional development benefits, including opportunities to participate in relevant membership organizations and external learning activities.
- 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, paid parental leave, and tuition reimbursement.

Commitment to Diversity, Equity, Inclusion, Justice, Equal Opportunity, and Accessibility

We know that engaging, building trust, and making a difference relies on the collective wisdom and strength of many perspectives. 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.

HOW TO APPLY

Steele Recruiting is pleased to conduct this search on behalf of MACP. Please send your cover letter and resume to Diane Steele (diane@steelerecruiting.com) or Nick Raverty (nick@steelerecruiting.com). The application deadline is September 12, 2025.

Learn more about what to expect in our application process on our website:

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

Steele Recruiting, LLC is an Executive Administrative Assistant Retained Search firm located in Minneapolis, Minnesota, specializing in Executive Administrative Assistant, Chiefs of Staff, and Personal Assistant placements for C-Suite and Senior Leadership Executives across the United States. With over 20 years in recruitment, we have a solid reputation for quality placements, professionalism, and maintaining confidentiality for every client and candidate.

