



POSITION PROFILE

PROGRAM ASSOCIATE,
ANIMAL WELFARE

Hybrid: Eden Prairie, MN
\$79,000 - \$88,000

In partnership with
Margaret A. Cargill
PHILANTHROPIES



Margaret A. Cargill
PHILANTHROPIES

NOW HIRING

PROGRAM ASSOCIATE, ANIMAL WELFARE

SEARCH: OCTOBER 2025 – NOVEMBER 2025

HOW TO APPLY

Interested candidates should submit a cover letter, resume, and salary expectations using the online application on the kpCompanies website:

www.kpcompanies.com/careers

*All submissions shall be received in strictest confidence.

APPLY NOW

Nidhi Tyagi 

Email: Nidhi@kpcompanies.com

Phone: 952-525-2258





PROGRAM ASSOCIATE, ANIMAL WELFARE

kpCompanies is leading the search for a detail-oriented and mission-driven Program Associate, Animal Welfare to join the team at Margaret A. Cargill Philanthropies (MACP). This role plays a vital part in supporting MACP's philanthropic work dedicated to improving the wellbeing of animals and fostering empathy.

This position reports to the Program Director and works closely with the Program Officers within the Animal Welfare domain.

THE OPPORTUNITY

This is an opportunity to join a mission-driven philanthropic organization, supporting programs that improve the lives of both domestic and wild animals while fostering empathy and compassion. The Program Associate, Animal Welfare plays a vital support role within MACP's Animal Welfare domain, contributing to the organization's philanthropic goals through coordination, research, and collaboration.

The Program Associate provides administrative, grantmaking and evaluation support to the Program Director and Program Officers, ensuring data integrity, effective communication, and timely completion of key processes. This individual will also contribute to learning and evaluation practices, including data analysis, impact tracking, and process improvement initiatives.

This position is ideal for a professional who enjoys supporting mission-driven initiatives, managing complex details, and continuously improving systems and processes that help advance MACP's animal welfare mission.

[View Full Position Profile](#)



KEY RESPONSIBILITIES

Program Support

- Maintain the domain's grantmaking calendar to ensure it helps meet key milestones and reporting deadlines.
- Assist applicants and grantees with MACP's grantmaking systems (Fluxx) and related processes.
- Support development and management of the domain operating budget and quarterly leadership reports using systems such as Fluxx, Adaptive, and Qlik.
- Assemble and organize high-quality grant and program materials for Board and Program Committee meetings.
- Organize and coordinate meetings and events (on-site and off-site), take meeting notes, and prepare materials for team and domain-level meetings.
- Conduct research and synthesize findings into written briefs for program officers.
- Manage and analyze internal tracking tools to ensure accurate, up-to-date information on grants, budgets, payments, and reporting metrics
- Collaborate with communications staff on internal and external team updates.
- Support other Program Associates and domains as needed to balance workloads across teams.
- Contribute to continuous improvement by identifying process efficiencies and recommending system enhancements.
- Handle correspondence with grantees and other external parties, including consultants, as assigned.

Grant Administration and Evaluation Support

- Engage with applicants and grantees to facilitate timely and accurate completion of applications, grant agreements, and reports.
- Maintain accurate and complete electronic records per MACP's retention policies.
- Input and update grantee information, proposals, payments, and reporting requirements in Fluxx.
- Coordinate grant payments with grantees, Grants Management, and Finance teams.



KEY QUALIFICATIONS

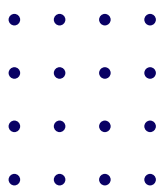
Education & Experience

- High school diploma or equivalent required; associate or bachelor's degree preferred.
- 2+ years of experience in program or grant administration (nonprofit or philanthropy preferred).
- Strong Excel proficiency (formulas, pivot tables, dashboards, data cleaning) required.
- Experience using grantmaking or data systems (Fluxx preferred).

Skills & Attributes

- Highly organized, proactive, and detail-oriented; comfortable managing multiple priorities.
- Flexible and adaptable, with a growth mindset and ability to navigate change.
- Excellent written and verbal communication skills.
- Strong interpersonal and collaboration skills; enjoys working as part of a team.

[View Full Position Profile](#)



EQUITY, SALARY DISCLOSURE, AND EQUAL OPPORTUNITY

kpCompanies believes in and is committed to practices that create real equity and pay parity for all, regardless of background or identity. As part of this commitment, we discuss compensation transparently with every qualified candidate during their first interview to ensure that no one is left guessing or disadvantaged in the process. MACP has identified a salary range of \$79,000- \$88,000 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.

Both kpCompanies and MACP are equal-opportunity employers. 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.

[View Full Position Profile](#)



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.

www.macphilanthropies.org



PROGRAM ASSOCIATE, ANIMAL WELFARE

SEARCH OCTOBER 2025

Interested candidates should submit a cover letter, resume, and salary expectations using the online application on the kpCompanies website:

<https://kpcompanies.com/careers>

Contact:

Nidhi Tyagi
nidhi@kpcompanies.com or
952-525-2258 with questions.