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Communications Manager

Margaret A. Cargill Philanthropies
Hybrid in Eden Prairie, Minnesota

Compensation

\$120,000 – \$143,000

Application Deadline: May 8, 2026

All applicants must [apply online here](#).



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. We steward Margaret Cargill's charitable vision – supporting work around the world that expands opportunities and creates lasting impact, especially for areas that have been overlooked. Our global funding spans seven domains connected through common grantmaking approaches:



Animal Welfare

We focus on the wellbeing of domestic animals and injured wild animals, and ways to increase empathy toward animals among children and adults.

Disaster Relief & Recovery

We support work in natural disaster preparedness, relief, and recovery with emphasis on communities prone to low-attention disasters.

Legacy & Opportunity

We provide funding for opportunities aligned with our values and philosophy and support for specific geographies of importance to Margaret Cargill, including the Upper Midwest and Southern California.

Arts & Cultures

We help support folk arts, Native American art, music, tactile art, and artistically significant crafts that foster human creativity.

Environment

We support the conservation of natural resources and protection of natural habitats.

Quality of Life

We support life's journey at vulnerable stages for children, young adults, families, and older adults.

Teachers & Students

We support the teaching profession and student success.



Our Mission is to provide meaningful assistance and support to society, the arts, and the environment

MACP's two grantmaking 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.

Anne Ray Foundation is a supporting organization, which may make grants only to organizations specifically named by Ms. Cargill.

For more information about MACP, visit our website: www.macphilanthropies.org.

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 support 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.



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 fulltime 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.

Our Cultural Values

Making A Difference

We commit to these values collectively as stewards of our donor's legacy and in support of making a meaningful and lasting impact.

Respect

We build relationships rooted in trust and care, creating spaces of open dialogue where individuals feel heard and valued.

Learning

We embrace curiosity, share insights, and learn from our experiences and mistakes, growing as individuals, as a team, and as an organization.

Integrity

We show up with honesty and authenticity in service to our mission, in support of organizational goals, and in how we engage with partners and communities.

Excellence

We focus our best efforts on achieving meaningful goals, believing that diverse perspectives and purposeful collaboration lead to better results.

Humility

We elevate the work of grantees, partners, and communities who make our mission possible, knowing that "it's not about us."

Illustration by Ping Zhu © 2025.



The Opportunity

This is a full-time role at MACP's standard workweek of 36 hours.

Job purpose:

The Communications Manager role provides strategic planning, messaging, and operational support to effectively communicate MACP's mission, values, and key priorities to internal and external audiences. This role strengthens organizational visibility by developing and delivering compelling communication strategies across internal, digital, and social media channels. The Communications Manager plays a key role in advancing long-range communication goals and supporting cross-functional initiatives.

This role serves the Communications function and reports to the Director, Communications.

This role is an individual contributor with no direct reports.

Primary Responsibilities

Internal Communications

The Manager supports the organization's strategies through internal communications planning and support that help employees and members of governance understand MACP's organizational building blocks (which includes MACP's legacy and brand, philosophies, approaches, and priorities). This includes:

- Develop and implement communication strategies that align with organizational goals and enhance brand visibility, with a focus on communication tied to MACP's key priorities.
- Support internal communications that help employees and members of MACP governance understand our organization's legacy, philosophies, approaches, and priorities.
- Manage communication planning and support for key elements of MACP all-employee meetings, including support for leadership messaging and ways to enhance staff engagement.
- Develop and manage content plan and calendar for internal communications platforms, including our bi-weekly employee e-newsletter, monthly news highlights e-newsletter, and SharePoint home page announcements.

Digital Communications and Content Strategy

- Manage content calendar across MACP's digital platforms, including web, email, and social media.
- Oversee planning of online content such as program stories, email campaigns, news releases, and visual assets.
- Analyze performance metrics to measure impact and refine communications based on insights.
- Provide guidance and support for staff around best practices for online activity that aligns with MACP's mission, values, and employee guidelines, with a focus on social media training and support.

Team and Cross-Functional Support

- Serve as a Collaborative Partner with assigned Program and Cross-Functional teams, providing subject matter expertise on communication-related needs.
- Participate in activities that support team and organizational priorities, including contributing to internal publications and responding to internal and external inquiries for information.
- Participate in cross-functional initiatives that support people, culture, and leadership priorities.
- Support MACP's vision and commitment to diversity, equity, inclusion, and justice (DEIJ) by contributing to team and organization wide DEIJ goals and efforts.

Candidate Profile

The qualifications listed reflect a range of skills and experiences relevant to this role. We recognize that no one candidate will meet every preferred qualification, and we encourage you to apply even if your experience does not align with all preferred criteria. We value a range of experiences and perspectives. Candidates who meet the minimum qualifications will be considered.

Required Qualifications:

- Bachelor's degree in communications, public relations, marketing, business, or related field; or an equivalent combination of education and experience.
- 8 or more years of professional communications experience, preferably in nonprofit, social impact, HR/People communications, or multi-layered environments.
- Exceptional communication, storytelling, and active listening skills, including the ability to synthesize complex information and develop clear, compelling messages.
- Proven success developing and executing integrated communication strategies across multiple channels.
- Strong interpersonal skills, including the ability to quickly build strong and sustainable professional relationships, navigate sensitive topics with diplomacy, and interact with people at all levels of the organization.
- Ability to work under pressure, manage multiple priorities, and meet tight deadlines.
- Strong knowledge of Microsoft platforms sufficient to effectively and independently use relevant platforms, including PowerPoint and Word.
- Strong project management skills including proven ability to prioritize, develop realistic action plans, and work on multiple, complex projects simultaneously while maintaining a high level of organization.
- Demonstrated success managing digital content, social media, and analytics tools in a professional context.
- An understanding of the principles of artificial intelligence, how it can be used responsibly, and how communications professionals can use AI productively.
- Demonstrate knowledge of and commitment to intercultural understanding and sensitivity and awareness of systemic racism and other forms of structural injustice.

Preferred Qualifications:

- Experience with Adobe Creative Suite, WordPress, Asana, and email marketing tools.
- Background working with media, including crafting press materials and managing relationships with journalists.
- Experience working in or with nonprofit organizations and understanding of social impact communications.
- Experience managing staff, interns, and/or temporary staff.
- Leadership experience and ability to mentor or support a team of communicators.

Travel expectations - Ability to travel on occasion, both domestic and international

We are unable to provide visa sponsorship for this role.

Compensation and Benefits

MACP has identified a salary range of \$120,000 - \$143,000 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.

MACP benefits are generous and include:

- Competitive compensation
- Professional development benefits, including opportunities to participate in relevant membership organizations and external learning activities
- Tuition reimbursement for employees pursuing college, advanced degrees, or certificates.
- 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, access to the Calm app, and an onsite fitness room



Physical Requirement and Work Environment

- 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.
- To be eligible for employment at MACP, staff must live in or be willing to relocate to Minnesota or Wisconsin within a reasonable driving distance to our office.
- 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. Infrequently, this role may require an irregular schedule or overtime.



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 inform your search contact or reach out to our Talent Acquisition Manager, Cameron Reeves, at creeves@macphil.org or (952) 905-2969.

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.



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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 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.



About Ballinger | Leafblad

Founded in 2014, [Ballinger | Leafblad](#) is a civic-focused executive search firm driven by a passion for strengthening leadership in mission-driven organizations. Rooted in partnership and a deep connection to the communities we serve, we specialize in matching organizations with exceptional leaders who align with their values and vision. Our approach is relationship-centered and designed to foster meaningful, long-term impact.

How to Apply Online

To apply, a resume and cover letter are required for consideration.

Applications will be accepted through **May 8, 2026**. Review of materials begins immediately.

We encourage early application.

We strive for a transparent and supportive process, starting with an initial review of applications, followed by exploratory conversations with qualified candidates, in-depth interviews, and open communication throughout. There will be an immediate and ongoing review of candidates, so we encourage and appreciate early applications.

All inquiries will be handled with strict confidentiality. For more details or questions, inquiries may also be directed to Jamie Millard, jamie@ballingerleafblad.com.

[To apply online click here](#)

Your Search Partner



Jamie Millard brings nearly two decades of communications experience and a deep understanding of mission-driven organizations. Prior to joining Ballinger | Leafblad, she supported communications at Margaret A. Cargill Philanthropies and is excited to bring that perspective to this search. She approaches her work with care, clarity, and a commitment to supporting leaders through important moments of transition.

email: jamie@ballingerleafblad.com