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presents

Program Officer-Disaster Relief and Recovery at Margaret A. Cargill Philanthropies

Ballinger | Leafblad is proud to present the following information on behalf of our client, **Margaret A. Cargill Philanthropies**, in its search for **Program Officer – Disaster Relief and Recovery**.



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

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Margaret A. Cargill Philanthropies

ORGANIZATIONAL OVERVIEW

Based in Eden Prairie, Minnesota, Margaret A. Cargill Philanthropies (MACP) was established through the generosity of Margaret A. Cargill, a granddaughter of the co-founder of Cargill, Inc. MACP encompasses two grantmaking entities, Margaret A. Cargill Foundation and Anne Ray Foundation, whose collective assets place it among the 10 largest philanthropies in the United States.



SERVICES PROVIDED

The organization's grantmaking supports work in seven domains: Animal Welfare, Arts & Cultures, Disaster Relief & Recovery, Environment, Quality of Life, Teachers, and Legacy & Opportunity.

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Margaret A. Cargill Philanthropies

MISSION

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

PHILOSOPHY OF GRANTMAKING

The organization's grantmaking reflects the values and Margaret Cargill's guiding principles and is always directed toward the 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.

All this we do, not to bring recognition to ourselves, but to support our grantees in the work they do to provide meaningful assistance and support to society, the arts, and the environment, in a manner consistent with our founder's wishes and intent.

Done well, this will distinguish us.



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Margaret A. Cargill Philanthropies

Values

Our Cultural Values inspire us to learn, create, and excel through strong relationships with one another, our partners, and our community.

MAKING A DIFFERENCE - *Working together to make lives better*

- Our collective efforts are focused on furthering our mission
- We engage with colleagues and partners to achieve meaningful shared goals
- Everyone's contributions count and even small actions have great value
- We encourage self-sufficiency

RESPECT - *We treat people well*

- We live full lives and appreciate one another's time
- We listen to understand, and encourage candid, constructive dialog
- We welcome and value diverse perspectives and world views
- We actively support organizational decisions
- We show compassion to those in need

EXCELLENCE - *We set the bar high*

- We are committed to bringing our best, every day
- Our high-performing teams set and meet challenging goals
- We believe collaboration leads to better results
- We invest in expertise and bring the right resources to the table
- We are responsible stewards

LEARNING - *Always growing*

- We are committed to mentoring and developing our people
- We are willing to try new things
- We learn from our experiences, including our mistakes
- We embrace change as a means of growth

INTEGRITY - *Do the right thing, even when no one is watching*

- We take on commitments thoughtfully, and we deliver on what we promise
- We strive to earn and maintain trust
- We are committed to results without sacrificing our values
- We act and interact with honesty and authenticity

HUMILITY - *"It's not about us..."*

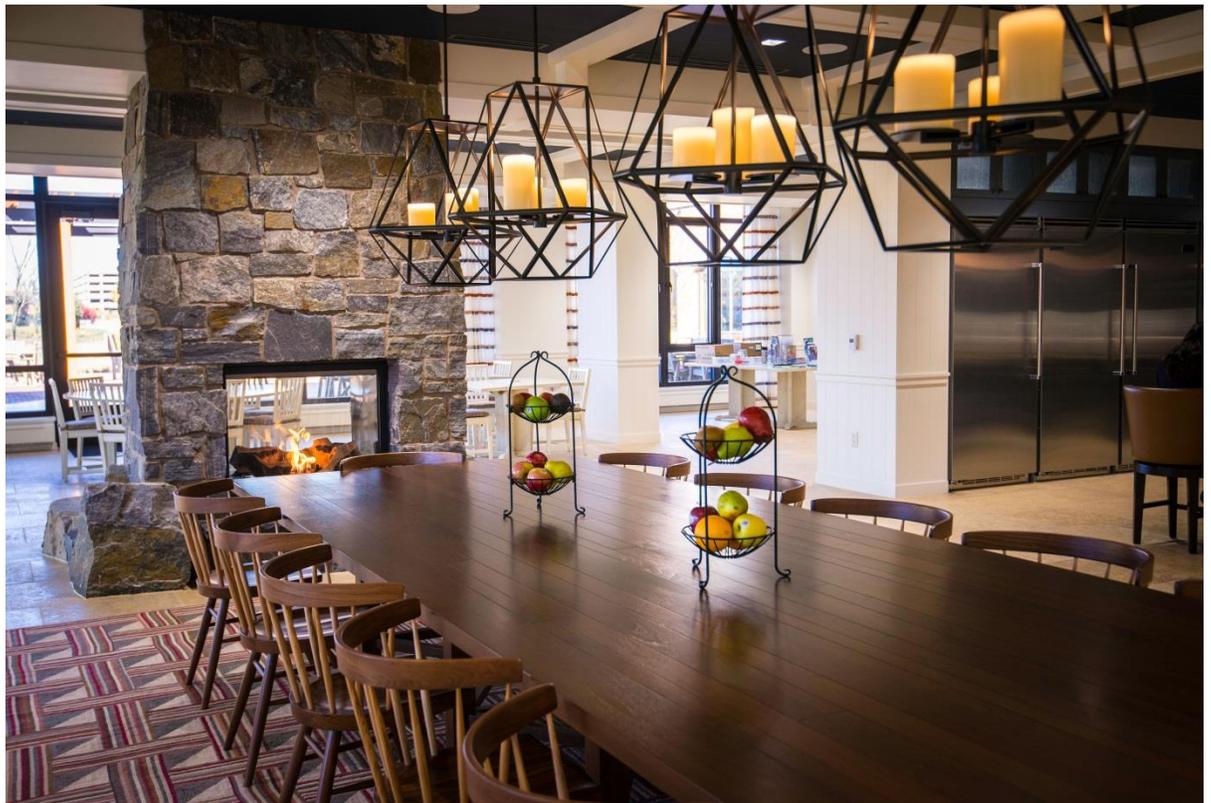
- We are grateful for the opportunity to be part of MACPS's work
- We focus recognition on those who do the good work
- We value expertise and honor what others contribute
- We are mindful of the power dynamic in philanthropy

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Margaret A. Cargill Philanthropies

Culture

The cultural aspirations of MACPS are to be humble, compassionate, respectful, honest, professional, ethical, and mindful of the importance of carrying out the philanthropic work as envisioned by Margaret A. Cargill. Staff members need to be comfortable in an organization that is still “young” with ongoing growth and development. This is a culture where teamwork is critical, learning is ongoing, and decisions are made thoughtfully.



presenting the position of

Program Officer – Disaster Relief and Recovery

OVERVIEW OF POSITION

The Program Officer is responsible for supporting one or more grantmaking programs of Margaret A. Cargill Philanthropies' (MACP's) work in the Disaster Relief and Recovery (DRR) Domain. This position operates under the supervision of a Program Director and works in collaboration with the Managing Program Director, Program Officers, and Program Associates. The Program Officer will work with DRR team members, other Foundation staff and the Board in managing an effective grantmaking program to support the strategic content, interests, goals, and desired impact for the DRR International (DRR-I) program area.



Across all programs, MACP seeks to support work in and with communities toward developing solutions that deliver effective, sustainable programs that improve the quality of life for vulnerable populations. After five years of grantmaking, MACP reviewed the strategic priorities for the DRR Domain in 2016, resulting in a strategic plan that focuses on reducing the impact of low-attention natural disasters in a limited number of strategic geographies, with a strong emphasis on disaster preparedness.

The desired impact of the DRR Domain is to relieve disaster-related suffering and reduce the impact of natural disasters in disaster-prone communities by increasing the capacity and security of vulnerable people and the communities where they live. If MACP and its partners succeed in meeting or contributing measurably to this goal, suffering will be reduced, and the people and the communities where they live will experience less impact of disasters, recover more quickly, and enjoy greater security despite the presence of

regular disasters. The DRR Domain also envisions that risk to assets such as property and livelihoods, and overall loss of progress, will be minimized as a result of climate change adaptation efforts and other forms of disaster risk reduction.

The DRR-I Program seeks to partner with organizations that have the capacity to deliver results on a large scale and function effectively as a strategic intermediary in partnership with MACP.

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Program Officer – Disaster Relief and Recovery

PRIMARY RESPONSIBILITIES

- Support the implementation and, where necessary, the development of strategically aligned grantmaking portfolios for the DRR-I program.
- Work with 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 DRR domain, consistent with MACP grantmaking policies and practices, and within applicants' capacity to deliver.
- Strategically and responsibly recommend new grant concepts that will further strategic impact of the program portfolio.
- Oversee active grants, track grantee progress, provide guidance and assistance to grantees, review and analyze grantee reports. Monitor progress of grantees and provide clear communications to grantees, applicants, and other interested parties.
- In collaboration with the Managing Program Director, Program Director, the DRR-I Program Officer, and MACP's Evaluation team, develop qualitative and quantitative methods and systems for analyzing program impact and effectiveness for the purposes of learning and accountability.
- Maintain an understanding of public policy and funding mechanisms and the role of private giving that supports disaster relief, recovery and preparedness activities in the context of developing countries.
- Prepare written materials for board and management review. Assist with board meeting preparations and participate and present information in board meetings as necessary.
- Manage grantee relationships diplomatically in a manner consistent with MACP's values and Philosophy of Grantmaking.
- Work collaboratively with MACP Legal, Finance, Grants Management, and Evaluation teams to conduct due diligence, assess institutional capacity, and monitor active grants.
- Promote partnership and a culture of learning within MACP and among grantees.
- Attend meetings, conferences, and site visits related to understanding MACP's program interests in general and in regard to specific grants and programs.
- Lead the development, planning and implementation of site visits in collaboration with Program Director and other team members, on behalf of MACP staff and leadership.
- Represent MACP to the public, including community leaders, social service and community- based organizations, and colleagues in the field of philanthropy.
- Facilitate relationships and partnerships across organizations and institutions working on shared issues, in coordination with the Managing Program Director, Program Director, and other Program Officers.
- Monitor external issues and trends in DRR-I program area, and research relevant topics as determined by the Program Director.

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Program Officer – Disaster Relief and Recovery

EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS

The ideal candidate is an experienced, versatile professional with eight years or more of relevant philanthropy or related experience in the humanitarian sector. Solid experience and understanding of issues, organizations, and philanthropy related to community-based disaster relief, recovery and preparedness is vital. International experience is strongly preferred, and the ability to work effectively in a wide range of cultural settings is essential.

Five or more years' experience in grantmaking, preferably in the international humanitarian sector, and a demonstrated track record of effective relationships with grantees and fellow funders will be vitally important. Significant experience as a grantmaker in a private foundation granting over \$5 million annually is desired. An undergraduate degree is required with a graduate degree in a related field preferred such as international development or disaster management or significant related experience working in the humanitarian sector.

This position will require a capacity to both think systemically and from a community-based perspective. The outcomes for this program area highlights experience and interests in disaster-related work, but may also include opportunities to support community-driven recovery and mitigation efforts associated with strengthening the capacity of disaster-prone communities.

Candidates should have an active curiosity and passion for MACP's program interests and values, including making a difference in communities, forming deep partnerships with grantees, providing support to low-attention needs associated with natural disasters across the globe, and working with humility. Successful candidates will be collaborative, positive, and able to deal well with ambiguity and change. They will be adept at building collegial relationships and able to respond to issues with clarity and diplomacy. They will inspire and foster trust and confidence in staff, management, and their colleagues.

Experience and/or demonstrated interest in putting a board's interests into practice is also essential.

Other essential skills and experience include:

- An understanding of the emerging trends, concepts, and technical and practical issues involved in philanthropy.
- Strong project management and planning skills including the ability to organize and prioritize tasks, effectively manage time, meet multiple competing deadlines, work independently and in a team environment, quickly develop written materials, maintain a positive attitude under pressure, and manage budgets.

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Program Officer – Disaster Relief and Recovery

- Basic capability of reading balance sheets and organizational budgets associated with grant applications and can understand and manipulate complex internal program budgets.
- Demonstrated interest in ‘cross-cutting’ themes such as women and girls, capacity building and climate change.
- Experience and knowledge of dual-mandate and single mandate NGOs, donor and multilateral agencies (such as USAID/OFDA, DFID, DIPECHO, UNOCHA), and foundations with interests in disaster relief, recovery and preparedness.
- Demonstrated capacity to determine appropriateness of applying a relevant and successful intervention or model from one geographic area to another.
- Demonstrated record of success working with a diverse constituency of partners and stakeholders to achieve specific programmatic outcomes.
- Strategic thinking with analytical and planning skills and experience.
- Experience with evaluation methodology.
- Experience as a user of grant-management software and tracking systems.
- Professional demeanor with proven ability to build collaborative relationships.
- An understanding of the respective roles of funders and grantees and the relationship between the two.
- Demonstrated pragmatism in moving large issues into specific program delivery mechanisms.
- Self-motivated and able to work independently.
- High level of personal and professional integrity and ethics.
- Demonstrated high commitment to cultural sensitivity.
- Strong communication skills, including making verbal presentations and producing clear and concise written documents.
- Team oriented with high degree of patience with emerging institutional support mechanisms.



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Program Officer – Disaster Relief and Recovery

TRAVEL

Travel up to 30%, including international travel will be required. During field visits, the Program Officer may occasionally be required to travel to rural or remote places in the developing world, sometimes experiencing difficult conditions, or travel by boat or small aircraft in order to access points or people of interest.

PHYSICAL DEMANDS

- Required to sit for extended periods of time
- Moderate use of computer, keyboard and mouse
- Bend to file or retrieve documents
- Occasional light physical effort required
- Ability to lift and carry up to approximately 30 pounds

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.

***Margaret A Cargill Philanthropies is an equal opportunity employer.
Candidates of all backgrounds are encouraged to apply.***



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Program Officer – Disaster Relief and Recovery

THE COMPENSATION PACKAGE

The compensation package for this position is competitive and includes participation in the organization's benefits plan.

ADDITIONAL INFORMATION

For additional information and to apply for the position please contact:



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Twin Cities-Minneapolis and Saint Paul

Welcome to Minnesota Nice - Twin Cities Style

When the Twin Cities hosted the Super Bowl in 2018, it cast an international light on what the organizing committee dubbed “The Bold North.” It also gave the world an up-close and personal view of what those who live here already knew. Minnesota Nice is for real.

The Twin Cities of Saint Paul and Minneapolis are a unique blend of small town and major cosmopolitan hub. Both urban cores boast a thriving business atmosphere. Saint Paul, as the state capital, is home to state government and has a more historical vibe. Minneapolis is the larger and more commercial of the two cities. Outside of the central downtowns, however, both cities have many distinct neighborhoods, and residents identify more with their individual communities than with the larger city as a whole. And the best news is housing in most of our friendly neighborhoods is affordable and welcoming.

The Twin Cities lives up to its Bold North tagline in every way. Residents enjoy four very distinct seasons, none of which will let you down.



According to the website WalletHub, Minneapolis ranks 12th in America for cities with the most green space. Both cities share a common root of being river towns, and the great outdoors is a major attraction for residents and visitors alike. In addition to the mighty Mississippi River, there are more than 900 lakes in the metro area and surrounding suburbs, upwards of 300 parks, and miles of biking and walking trails.

Nearly every weekend in the summer there are several outdoor events for participants and spectators—triathlons, biking races, running races, boat races, water skiing competitions, golf tournaments, and more.

The summer highlight for most Minnesotans is the Minnesota State Fair. One of the largest of its kind in the country, ours is a world-class showcase of Minnesota’s best in agriculture, industry, arts and entertainment.

Held on a 320-acre parcel located between St. Paul and Minneapolis, it is a self-supported organization and has been held on the Minnesota State Fairgrounds every year since 1885.



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Twin Cities-Minneapolis and Saint Paul

As summer turns to fall, the region puts on a breathtaking autumn show that draws visitors from miles around. While fall is a fleeting spectacle, the active lifestyle of Minnesotans doesn't go dormant during the winter either. Being hardy in every way, we take advantage the miles of cross-country skiing trails, downhill ski areas, ice skating, snowmobiling, sledding, and, of course, ice fishing.

In recent years Minneapolis and St. Paul have become two of the most diverse cities in America, with Minnesota's Somali community being one of the largest in the United States. St. Paul is the heart of Minnesota's Hmong community as well and is home to the largest urban concentration of Hmong residents in the country.

It is by design that we've embraced such ethnic uniqueness. Our multi-cultural communities present us with diversity in the workplace, a strong workforce and an added bonus of getting to know the world, and coming to understand different cultures, on a more intimate scale right here at home.



One of the best places to get a taste of our many blended cultures is Midtown Global Market on Lake Street in Minneapolis. Midtown Global Market is a welcoming indoor market and meeting place featuring an abundance of ethnic dishes, gifts and groceries, from Mexican and Middle Eastern to Vietnamese, Indian, Swedish and Italian.

Many Hmong and Vietnamese restaurants and shops are located in the Frogtown neighborhood as well, on and around University and Lexington avenues. Hmongtown Marketplace on Como Avenue and Hmong Village on Johnson Parkway on St. Paul's East Side feature a wide variety of traditional foods, clothing, fabrics and crafts, as well as farmers markets.



There are countless arts and culture offerings in the Twin Cities. The Grammy Award-winning Minnesota Orchestra has a reputation as one of the top orchestras in the world. The Saint Paul Chamber Orchestra is also regarded as one of the finest chamber orchestras in the world.



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Twin Cities-Minneapolis and Saint Paul



If you are a theatre-goer in the Twin Cities you'll never have a dull moment. According to the Western States Arts Federation, Minneapolis ranks as the fifth-most "creatively vital" city in the country, right after D.C., LA, NYC and Boston. We boast more than 40 venues with a variety that even the most seasoned thespian would notice. There are the magnificent musicals that play on the State, Orpheum, and Pantages stages and lots of local talent making a statement on stages such as the Southern Theater, New Century, and Illusion. Many a Broadway production touch down in Minneapolis on their country-wide tours. *Cats*, *The Lion King*, and *A Chorus Line* are a few examples of productions that have played here. Theater is also a large component of life in Saint Paul. The gorgeous 1000-seat Fitzgerald Theatre acts as MPR's largest broadcast studio. Staged productions commission authors, artists and radio hosts to create programming for the public radio community. The Fitzgerald Theater is St. Paul's oldest theater and celebrated its 100th anniversary in 2010.

The Ordway Center for the Performing Arts has been recognized as one of America's leading not-for-profit performing arts centers and is home to a wide variety of performances throughout the year providing the finest in musical theater, music, dance, and vocal artists in its Music Theater and Concert Hall. In addition, each year the Ordway presents its Flint Hills Family Festival, serving more than 50,000 children and adults through its Ordway Education programs.

And while we're on the subject of philanthropy, the Twin Cities is proud to call itself home to hundreds of nonprofits doing good work for the residents of our community, giving us an even richer connection to each other.

For the museum-goer, there are more than 60 museums in the metro area. The Science Museum of Minnesota and the Minnesota Children's Museum (both in Saint Paul) are highly interactive learning facilities and fun experiences for the entire family. The Minnesota History Center is an interactive museum for all ages with permanent and changing exhibits, lectures and events.



The Minneapolis Institute of Arts has a collection of more than 100,000 pieces. The Walker Art Center has been called "possibly the best contemporary art museum in the U. S." by *Newsweek*, and has over 11,000 pieces. The University of Minnesota's Weisman Art Museum is also a contemporary art destination.

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Twin Cities-Minneapolis and Saint Paul

The Somali Museum of Minnesota on East Lake Street features hundreds of traditional Somali artworks and artifacts as well as educational programs.

For those who prefer activity of the spectator variety, the Twin Cities is home to the Minnesota Twins, Minnesota Vikings, Minnesota Wild and the Minnesota Timberwolves. We are also the home city to the four-time WNBA Champion Minnesota Lynx and the Minnesota United soccer team. Our sporting events are hosted in some of the best sporting facilities in the country, including Target Field, home of the Minnesota Twins and US Bank Stadium, a brand new, enclosed stadium where the Minnesota Vikings host their NFL games. Additionally, the stadium also hosts early season college baseball games of the University of Minnesota Golden Gophers. A \$250 million, 19,400 seat soccer stadium is also in the works in the St. Paul Midway area for the Minnesota United.



Beyond sports, the great outdoors, entertainment, and culture, perhaps the biggest attraction for the Twin Cities is the lifestyle. *Forbes* hailed Saint Paul and Minneapolis as one of the nation's healthiest cities and *USA Today* named Saint Paul as North America's "Most Romantic City."

The Twin Cities offer award-winning restaurants (several chefs have been regional James Beard Award winners). In addition to the popular Mall of America, there are plenty of unique shopping districts in both cities and in the suburbs.

Minneapolis/St. Paul is also proud to have a world-class international airport. In fact, the Airports Council International named MSP the 2017 Best Airport in North America in its size category, 25 million to 40 million passengers per year.

The Twin Cities is a vibrant Midwestern community where Minnesota Nice is alive and well. We are the perfect blend of small town, big city and our residents pride themselves on their warm and welcoming ways. There's a reason *Business Insider* ranked Minneapolis/St. Paul number nine on its Top 50 Places to Live in America. We really are all that. And more!

www.minneapolis.org

www.stpaul.gov