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presents

Program Officers-Quality of Life 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 Officers – Quality of Life**.



Margaret A. Cargill
PHILANTHROPIES

“

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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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.

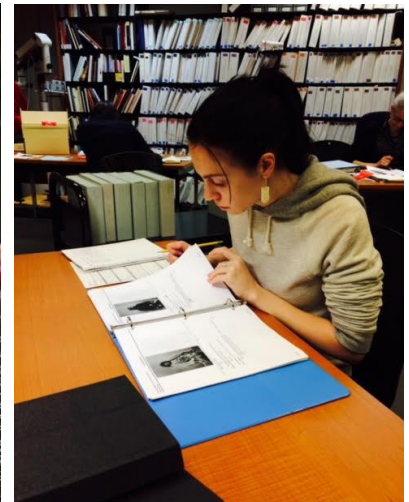
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- We value and affirm the **integration** of all functions of the Philanthropies in our grantmaking.
- We make **measurable impact** on focused goals.
- We **evaluate** our work, **reshape our approaches as we learn, share and apply** our learning 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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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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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.



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Program Officers – Quality of Life

OVERVIEW OF POSITION

The Program Officers are responsible for supporting the development, implementation, and management of one or more grantmaking programs of the Margaret A. Cargill Philanthropies' work in the Quality of Life 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 Officers will work with team members, other Foundation staff, and the Board in building and managing an effective grantmaking program to support the strategic content, interests, goals and desired impact for the emerging program areas.

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. The Quality of Life domain has a broad goal of *supporting life's journey at vulnerable stages for children, young adults, families and the aging*. Strategy development for this domain was initiated in 2016 and is expected to conclude with initial program strategies for each area by the end of 2018. These strategies include providing support to:

- help vulnerable families move from crisis to self-sufficiency;
- improve the postsecondary success of rural and Native American students;
- help older adults age with autonomy and dignity; and
- expand camping and swimming lesson opportunities for youth.



One or more Program Officers will be hired. Successful candidates should bring strong experience in one or more of the following areas: services and systems of support that help vulnerable families navigate transitions and move toward stability; postsecondary success for rural and Native American students; and/or community-based services supporting older adults in rural areas.

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Program Officers – Quality of Life

PRIMARY RESPONSIBILITIES

- Support the development and implementation of strategically aligned grantmaking portfolios for the postsecondary success, aging, and/or family stability areas.
- 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 Quality of Life domain, consistent with MACP grantmaking policies and practices, and within applicants' capacity to deliver.
- Oversee active grants, track grantee progress, provide guidance and assistance to grantees, and 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, other Program Officers, and MACP's Evaluation team, develop qualitative and quantitative methods to analyze program impact and effectiveness for the purposes of learning and accountability.
- Analyze and research industry practices, trends, innovation and organizational best practices in delivering programs and services in areas of strategic importance to the Quality of Life domain.
- Maintain an understanding of public policy and funding mechanisms and the role of private giving that supports family stability, rural aging services, and/or postsecondary success for Native American youth and youth from rural communities.
- 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.
- Organize site visits for Program Director and other MACP staff and leadership.
- Support program strategies and financial targets through the development and implementation of a grantee portfolio. Strategically and responsibly recommend new grant concepts that will further strategic impact of the program portfolio.
- 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.

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Program Officers – Quality of Life

EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS

The ideal candidate is an experienced professional with eight years or more of relevant philanthropy or related experience. Solid experience working in and with communities toward sustainable solutions to improve the quality of life for vulnerable families, older adults in rural communities, and/or postsecondary students from Native and rural communities is strongly preferred. 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.

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, 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.

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.
- 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.
- 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.

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Program Officers – Quality of Life

TRAVEL

Up to 20%. Most if not all travel for this position will be domestic.

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 Officers – Quality of Life

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

Incorporated as a city in 1867, Minneapolis is named for the Dakota word “Minne” (meaning “of the waters”) and the Greek word “polis” (meaning “city”); fitting for a town that contains 22 lakes. Today, Minneapolis and its twin city, St. Paul, have over 3 million residents. Together they make up the 14th largest metropolitan area in the country.

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 neighborhood than with the larger city as a whole.



Both cities share a common root of being river towns - and the great outdoors are still a major attraction for residents and visitors alike. In addition to the mighty Mississippi River, there are more than 100 lakes (more than 900 when including the suburbs), more than 250 parks, and miles of biking and walking trails.

Nearly every weekend in the summer there are several outdoor active events for participants and spectators—triathlons, biking races, running races, boat races, water skiing competitions, golf tournaments, and more. Neighborhood events and family events round out a full schedule of opportunities.



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Twin Cities-Minneapolis and Saint Paul

The active lifestyle of Twin Cities' residents doesn't lie dormant during the winter either. There are miles of cross-country skiing trails, several downhill ski areas within an hour's drive, ice skating, snowmobile riding, sledding, and—of course—ice fishing.

For those who prefer activity of the spectator variety, the Twin Cities is home to several major sports teams: Minnesota Twins, Minnesota Vikings, Minnesota Wild, Minnesota Timberwolves, Minnesota Lynx and Minnesota United FC (soccer).



There is also a minor league baseball team, the Saint Paul Saints. The areas have hosted the World Series, Super Bowl, NCAA Basketball Finals, the USGA U. S. Open, PGA Championships and the Special Olympics. In 2014, Target Field was the setting for baseball's All- Star Game. In 2018, the Super Bowl was played in a newly built state-of-the-art stadium.

But the Twin Cities have more to offer than participatory and spectator sporting events. There are countless arts and culture offerings here. The Grammy Award-winning Minnesota Orchestra has a reputation as one of the top orchestras in the world. The Saint Paul Chamber Orchestra is regarded as one of the finest chamber orchestras in the world.



Since the early 1960s, the Guthrie Theatre has staged A-plus shows from the classical to the contemporary. Popular national shows and performers also tour through the Twin Cities year- round at stages in both Minneapolis and Saint Paul, and at the University. There are over 30 theatre venues, 10 dance companies, and 30 classical music groups in the cities of Saint Paul and Minneapolis alone.

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Twin Cities-Minneapolis and Saint Paul

For the museum-goer, there are more than 60 museums in the Twin Cities. The Science Museum of Minnesota and the Minnesota Children's Museum (both in Saint Paul) are highly interactive learning 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.

Beyond the outdoor, sports, entertainment, and culture, perhaps the biggest attraction for the Twin Cities is the lifestyle. *Forbes* hailed Saint Paul and Minneapolis as the nation's healthiest cities. *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.

www.minneapolis.org

www.stpaul.gov