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#### ORGANIZATION

Margaret A. Cargill Philanthropies

#### POSITION

Program Officer, Aging

#### BRIEF

Ballinger Leafblad is pleased to conduct the search for Program Officer, Aging at Margaret A. Cargill Philanthropies in Eden Prairie, Minnesota.



## 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.

**385**

Grants Awarded

**\$275 million**

Distributed



**2018**

**AT A GLANCE**

## 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.**

### CULTURE

The cultural aspirations of MACP 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.



## MISSION &

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 MACP'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



**PROGRAM OFFICER, AGING**  
Quality of Life

The Program Officer is responsible for supporting the development, implementation, and management of the Aging program of the Margaret A. Cargill Philanthropies' Quality of Life domain. This position operates under the supervision of a Program Director and works in collaboration with the Managing Program Director, other Program Officers, and Program Associates. The Program Officer will work with team members and other Foundation staff in building and managing an effective grantmaking program to support the strategic content and desired impact for the Aging program.

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.

The overall goal of the Aging program is to assist older adults in rural areas to live with autonomy and dignity in the communities of their choice. Specific areas of focus include support for:

- Care coordination and community planning that improves access, awareness, and availability of services and supports to help older adults and their caregivers age successfully in their homes and communities;
- Social engagement that supports healthy aging, dignity, and autonomy in older adults; and
- Improved quality and availability of care for older adults delivered by informal caregivers and the direct care workforce (skilled and trained professionals delivering care).

The program focuses in an eight-state region, including states in the upper Midwest, Pacific Northwest, and the state of Kentucky. The targeted geography includes Native American, rural, and frontier communities marked by significant changes including a declining and aging population, limited economic growth, strained public services, and often, a struggling network of health and social supports.



POSITION PROFILE  
**PROGRAM OFFICER, AGING**  
Quality of Life

*Responsibilities*

- Support the development and implementation of strategically aligned grantmaking portfolios for the Aging 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 Aging program, consistent with MACP grantmaking policies and practices, and within applicants' capacity to deliver.
- Oversee active Aging 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 aging programs and services.
- Maintain an understanding of public policy and funding mechanisms and the role of private giving that supports older adults in 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 aging in rural communities.
- 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.

POSITION PROFILE  
**PROGRAM OFFICER, AGING**  
Quality of Life

*Education, Experience and Other Qualifications*

The ideal candidate is an experienced professional with demonstrated experience in rural aging, gerontology, or related fields, such as:

- experience working with rural community-based organizations or agencies that support older adults and their caregivers through provision of programs or services;
- experience with rural aging program development and implementation; and/or
- working in and with rural communities toward sustainable solutions to improve the quality of life for older adults in rural areas.

Experience as a grantmaker is also desired. An undergraduate or graduate degree in a related field or equivalent work experience is expected.

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 supporting aging in rural communities.
- 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 or similar database 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.

*Education, Experience and Other Qualifications, cont.*

- Self-motivated and able to work independently.
- High level of personal and professional integrity and ethics.
- Demonstrated high commitment to intercultural understanding and sensitivity.
- Strong communication skills, including making verbal presentations and producing clear and concise written documents.

*Travel*

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

**DIVERSITY AND INCLUSION**

Margaret A. Cargill Philanthropies is an equal opportunity employer and encourages candidates of all identities, experiences, orientations and communities to apply.



*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.*



## THE TWIN CITIES, THE BOLD NORTH, THE LAND OF 10,000 LAKES

### MEET MINNEAPOLIS & ST. PAUL

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 of us 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 capitol, 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. Housing in our friendly neighborhoods is varied and offers something for all.

900+

Lakes in the Twin  
Cities metro area.

300

Parks and miles of  
biking.

60+

Museums in the  
metro area.

The Twin Cities are part of Hennepin County, named for Father Louis Hennepin, an early explorer of the interior of North America. Hennepin County is the state's most populous and consists of 45 cities and boundless opportunities.

The area 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 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, cultural celebrations, golf tournaments, and more.



**ENTERTAINMENT** In the *Land of 10,000 Lakes* and with the nation's #1 park system, there is always fun to be had in the region. The summer highlight for many 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 Saint Paul and Minneapolis, it is a self-supported organization and has been held on the Minnesota State Fairgrounds every year since 1885.

As summer turns to fall, the region puts on a breathtaking autumn show that draws visitors from miles around. And 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 ice fishing.

In recent years Minneapolis and St. Paul have become two of the most diverse cities in America. Almost six percent of the population identifies as LGBTQ, with many Twin Cities' organizations in arts, politics, culture, advocacy and religious sectors serving the community.

The Minneapolis-St Paul area has a large Native community. Institutions such as the American Indian Center and a cultural corridor along Franklin Avenue in Minneapolis offer vibrant cultural and social opportunities including programs and events representing both current and the traditional arts.

Minnesota's Somali community is one of the largest in the United States. Saint 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. The West Broadway neighborhood in Minneapolis and the Rondo neighborhood in Saint Paul are home to African American businesses, arts and cultural institutions and restaurants.

It is by design that we've embraced such ethnic uniqueness. Our multi-cultural communities present us with a strong and diverse workforce with an added bonus of getting to know the world, and 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 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. Hmongtown Marketplace on Como Avenue and Hmong Village on Saint Paul's East Side features a wide variety of traditional foods, clothing, fabrics and crafts, as well as farmers markets.

**ARTS & CULTURE** 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.

Since the early 1960s, the Guthrie Theater has staged outstanding shows from the classical to modern. 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 of Minnesota.

If you are a theater-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. The Penumbra Theatre in Saint Paul is the country's oldest African American theater.



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. Hamilton, Les Miserables and West Side Story 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 Minnesota Public Radio's largest broadcast studio. Staged productions commission authors, artists and radio hosts to create programming for the public radio community. The Fitzgerald Theater is Saint 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. Dance companies such as James Sewell Ballet, Minnesota Dance Theatre, Ragamala, Zenon Dance Company and TU Dance perform at an array of venues including the renovated Cowles Center.

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 are interactive learning facilities and fun experiences for the entire family. The Minnesota African American Heritage Museum and Gallery and the Minnesota History Center are museums 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. The Somali Museum of Minnesota on East Lake Street features hundreds of traditional Somali artworks and artifacts as well as educational programs.

**FOR SPORTS FANS** 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 of the four-time WNBA Champion Minnesota Lynx and the Minnesota United soccer team. We host in some of the best sporting facilities in the county, 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 hosts early season college baseball games of the University of Minnesota Golden Gophers.



Popular music abounds, from the Grammy-winning Sounds of Blackness to Atmosphere. Outdoor concerts and festivals such as the Basilica Block Party and Rock the Garden are a common and popular activity. After all, artists from Bob Dylan to Prince have called the Twin Cities home.

**FOR FOODIES** The Twin Cities area offers 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. 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 metros and USA Today named Saint Paul as North America's "Most Romantic City." Minneapolis/Saint 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, with more than 25 million passengers a year.

Networking groups in technology, manufacturing, healthcare and education support their professions. Active Chambers of Commerce further business interests and First Fridays Twin Cities celebrates African American excellence.

The Twin Cities is a vibrant, richly diverse 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 is a reason Business Insider ranked Minneapolis/Saint Paul number nine on its Top 50 Places to Live in America. We really are all that and more!





WE INVITE YOU TO GET IN TOUCH.



Marcia Ballinger, PhD  
Co-Founder/Principal  
651-341-4840  
marcia@ballingerleafblad.com



Lars Leafblad, MBA  
Co-Founder/Principal  
612-598-7547  
lars@ballingerleafblad.com

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