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#### ORGANIZATION

Margaret A. Cargill Philanthropies

#### POSITION

Program Officer, Native Arts & Cultures

#### BRIEF

Ballinger Leafblad is pleased to conduct the search for Program Officer, Native Arts & Cultures 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.

**498**

Grants Awarded

**\$240 million**

Distributed



**2019**

**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.



## 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 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

POSITION PROFILE  
**PROGRAM OFFICER,  
NATIVE ARTS & CULTURES**

The Program Officer is responsible for supporting the development, implementation and management of the Native Arts & Cultures program of the Margaret A. Cargill Philanthropies' (MACP) Arts & Cultures domain. This position operates under the supervision of the 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 supporting and managing an effective grantmaking program to support the strategic content and desired impact for the Native Arts & Cultures program.

Across all programs, MACP seeks to provide meaningful assistance and support working in and with communities toward solutions that provide effective and sustainable programs to enhance quality of life, especially for vulnerable populations, or those who are underserved. The Native Arts & Cultures program “vision for impact” is being pursued through a well-developed strategy focusing on the intergenerational transfer of artistic skill and cultural knowledge within Native communities so that the following will be realized:

- The Native arts and cultures of the Northwest, Upper Midwest and Southwest will be more deeply understood, more widely practiced, and more broadly recognized.
- The culturally artistic core Native communities of practice throughout these regions will thrive sustainably while at the same time connect and be a resource for emerging culturally artistic Native communities through cultural corridors.

The Native Arts & Cultures program works with an established portfolio of key and regional grantee partners who serve as important intermediaries in direct connection and collaboration with Native communities located in a geographic focus of 13 states in the Northwest, Southwest and Upper Midwest regions of the U.S., and the Province of British Columbia.



POSITION PROFILE  
**PROGRAM OFFICER,  
NATIVE ARTS & CULTURES**

*Responsibilities*

- Support the development and implementation of a strategically aligned grantmaking portfolio within clear annual distribution goals..
- Work with applicants on all aspects of the MACP grantmaking process, Assist applicants in developing realistic proposals that are aligned with strategic funding priorities, within the scope of the program grantmaking budget, and 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.
- Work collaboratively with MACP Legal, Finance, Grants Management teams to conduct due diligence, assess institutional capacity, and monitor active grants.
- 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 sector practices, trends, innovation and organizational best practices in delivering programs and services.
- Maintain an understanding of public policy and funding mechanisms and the role of private giving that supports the perpetuation of Native Arts & Cultures in community.
- Prepare written materials for board and management review. Assist with board meeting preparations and participate in board meetings as necessary.
- Manage grantee relationships diplomatically in a manner consistent with MACP's values and Philosophy of Grantmaking.
- Promote partnership and a culture of learning within MACP and among grantees, and in some instances plan and co-facilitate grantee convenings or related gatherings.
- Attend meetings, conferences, and site visits related to the continued understanding of Native Arts & Cultures.
- Organize site visits for Program Director and for other MACP staff and leadership.
- Strategically and responsibly recommend new grant concepts that will further strategic impact of the program portfolio.
- Represent MACP to the public, including community leaders, community-based organizations, and colleagues in the field of philanthropy and arts & cultures sector.
- 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,  
NATIVE ARTS & CULTURES**

*Education, Experience and Other Qualifications*

The ideal candidate is an experienced professional with demonstrated experience in Native Arts & Cultures or related fields such as:

- Experience in Native Arts & Cultures programming, development, and experience in grantmaking or fund development.
- Experience and familiarity with Native communities and working with Native artists, entrepreneurs, intermediaries, and technical-assistance providers.
- Understanding of the specific nature and challenges of nonprofits and Tribal organizations in Native communities.
- Knowledge and familiarity with the diversity of Native arts and cultures and the discernment to judge place based and quality programming.
- Excellent people skills and a demonstrated ability to develop trusted relationships within Native communities
- Experience and understanding of protocols within Native communities and ability to advance program interests diplomatically in this area at local, regional and national levels.
- Demonstrated high levels of intercultural understanding, cultural competency and sensitivity with specific experience in Native communities and Indian Country.
- Understanding of culturally related intergenerational dynamics and influences present in communities of artistic practice.
- Experience working in at least one of the geographic areas of program focus (Northwest, Upper Midwest, Southwest) preferred.

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:

- Understanding of the emerging trends, concepts, technical and practical issues involved in supporting Native Arts & Cultures in community.
- 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.

POSITION PROFILE  
**PROGRAM OFFICER,  
NATIVE ARTS & CULTURES**

*Education, Experience and Other Qualifications, cont.*

- 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.
- 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.

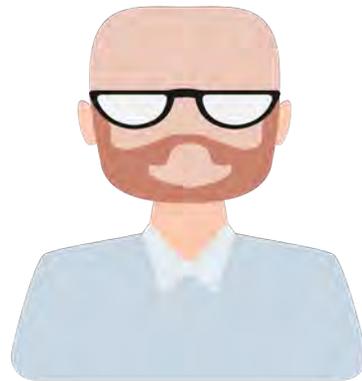
**DIVERSITY AND INCLUSION**

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.*

WE INVITE YOU TO GET IN TOUCH.



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