

Grants Management Associate

JOB PURPOSE

Reporting to the Manager, Grants Management, The Grants Management Associate is a highly visible team member who acts as a connector between people and process in Margaret A Cargill Philanthropies (MACP) grantmaking activities. The Grants Management Associate is an important member of the grantmaking team who provides day-to-day assistance with the grants software system, supports the documentation of MACP's processes and systems, trains staff, and delivers guidance and knowledge sharing. The Associate also provides assistance in the creation of reports, processing of employee matching gifts and certain other grant requests, and monitoring of the database to ensure data integrity and consistency.

As a key member of the Grants Management team the Grants Management Associate has an opportunity to bring forward new ideas for innovation, participate in organizational improvement initiatives, and help MACP continue to learn and grow.

THE ORGANIZATION

Margaret A. Cargill Philanthropies refers collectively to two grantmaking entities, Margaret A. Cargill Foundation (MACF) and Anne Ray Foundation (ARF). The two 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. MACF's assets are approximately \$3 billion.
- **Anne Ray Foundation** is a supporting organization, which may make grants only to beneficiary organizations specifically named by Ms. Cargill. ARF's assets are approximately \$4 billion.

MACP's well developed [Philosophy of Grantmaking](#) underscores the values and guiding principles of Margaret A. Cargill by: using education and innovation as a means to achieve core purposes; empowering people to be self-sufficient; maintaining a low profile while meeting the needs of others; supporting programs that could have a broad impact, have socially redeeming values and standards, and that value life; and relieving suffering in times of disaster. As a core element of its philosophy, MACP invests in long-term relationships with key grantee organizations in order to find solutions that are consistent with the values of both parties.

Additionally, MACP is engaging in a diversity, equity, and inclusion process that includes:

- Building intercultural competency and emotional intelligence work at an organizational level, to include deeper learning and dialogue on racial and social equity.
- Increasing local racial equity grantmaking to fund local efforts to address systemic racism and social inequities; and,
- Reviewing each programmatic domain to more formally examine the role equity and inclusion currently play and can play in MACP's grantmaking.

We are proud to offer a welcoming workplace that supports our employees' careers, health, and overall wellbeing. We supplement that environment with activities throughout the year that promote collaboration, learning, and fun.

ROLES & RESPONSIBILITIES

Cross Functional Support

- Assist with the pre-award due diligence, ensuring all documentation has been provided and electronic records completed, including important compliance checks
- Participate in a bi-monthly grant payment process by reviewing all payment and grant requirement records to ensure the required information and documentation has been submitted
- Conduct compliance and audit checks of grants across entities
- Assist with the creation of reports for the Board, senior leadership and other MACP departments
- Assist with staff trainings related to process and system changes
- Participate in domain-related meetings when grants management related activities will be discussed as appropriate

Grants Administration Policies/Practices/Guidelines

- Assist in the development and maintenance of grant administration policies and procedures and make recommendations for revised practices to create efficiencies
- Assist the Grants Management team in its review of grants for compliance with IRS and foundation-specific regulations
- Promote and advocate for the processes, including potential changes, to staff by providing context for purpose and benefits for MACP
- Assist with the implementation and management of the entire grant process for special grant requests
- Participate in special projects related to the continuous improvement of grants management processes and systems

Grants Management Software

- Monitor the integrity of information in the grants management database system and communicate recommended database changes to staff and grantees
- Provide technical support for staff/applicants/grantees using the Foundation's online portal including responding to questions regarding the system
- Assist in the implementation of grants management system enhancements, testing any systems changes, and supporting the rollout to staff
- Support the Grants Management team in its ability to triage or resolve software issues and/or integration issues internally or with the support of the grants management software vendor
- Regularly review and update the database of reported system issues, questions and ideas for continual improvement
- Assist in developing and facilitating training opportunities for staff to learn more about the grants management software and other grantmaking tools
- Assist in the maintenance and further refinement of the grants management database manual and other important system documents/templates

EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS

- 3 or more years of paid work experience that requires a high attention to detail, monitoring of process, and collaboration among team members from multiple groups to achieve a goal
- 3 or more years of experience in program and/or grant administration preferred
- Exposure to the nonprofit sector/working knowledge of nonprofit organizations with preferred experience with grantmaking
- Experience working in a position maintaining data accuracy and reviewing of data for accuracy required along with the need to describe the importance of data quality to others

- Experience working in database systems, ideally a grants management system, including the ability to complete complex queries, merge data, create templates and reports, and document processes
- Experience helping an organization manage through process or systems changes
- Experience collaborating and working as part of a small team
- Experience doing work that requires prioritizing and managing multiple tasks with little direct supervision
- High School Diploma or equivalent required; Associate or Bachelor degree preferred

TRAITS, SKILLS, & ABILITIES IMPORTANT TO THE WORK

- Highly organized and motivated
- Strong computer skills with solid working knowledge of Microsoft Office and comfort with videoconferencing technology when working remotely
- Demonstrated high commitment to intercultural understanding and sensitivity
- Demonstrated knowledge of and commitment to addressing racism and other societal inequities
- Excellent interpersonal skills, a genuine desire to help others, diplomatic style, attentive listener
- Effective communication skills, written and verbal
- Strong project management and customer service skills
- Creative problem solver; resourceful and proactive in seeking technical and/or procedural improvements
- Patient and adaptable to changing systems, processes, and templates, in an evolving and growing environment
- Strong sense of integrity, discretion, and trustworthiness, able to maintain the highest level of confidentiality both internally and externally
- Positive attitude and a commitment to being part of building an encouraging work environment

TRAVEL

Minimal travel for trainings/conferences

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.

How to apply: MACP is partnering with [kp companies](#) in this search. Applications can be submitted [ONLINE HERE](#) or if preferred, resumes and cover letters can be emailed to terra@kpcompanies.com Please include MACP – Grants Management Associate in the subject line.

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