

COMMUNICATIONS OFFICER

JOB PURPOSE

The Communications Officer works with internal and external partners on the planning and development of key communication strategies and initiatives. The Communications Officer will develop content that is not only informative and compelling, but also prioritizes a culturally-informed, equity lens for our strategies and practices. The Communications Officer reports to the Communications Director and is a member of the Communications team.

This is an exciting time to join the communications team during a period of change in strategic communications approach.

THE ORGANIZATION

Margaret A. Cargill Philanthropies (MACP) 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.

RESPONSIBILITIES

The Communications Officer works collaboratively and cross-functionally with MACP staff, developing relationships with program and functional team members and other stakeholders. Specific responsibilities include:

- Partner with internal teams to better understand key issues and opportunities for Communications
- Provide guidance and strategic council on how to leverage Communications to increase knowledge sharing, both internally and externally
- Identify and pursue storytelling opportunities that advance organizational and program objectives
- In partnership with other team members, develop timely, relevant, and engaging content for internal and external platforms that showcases the work of grantees and provides transparency regarding MACP strategies and grantmaking (platforms include, for example, print and digital publications, web content, presentations, and public relations materials such as press releases, media outreach, and key message development)
- Support communication of complex content effectively to a variety of audiences, including those that may have limited knowledge of the subject matter
- Collaborate with Communications colleagues, leadership, and other internal partners to develop consistent, clear, and effective messaging about org-wide initiatives and other MACP projects and priorities
- Contribute to ongoing learning and development within the communications team and MACP as a whole about best practices in the field of strategic communications
- Nurture relationships with communications professionals at peer and partner organizations
- Manage outside contractors and agencies to extend the reach of the team, as needed
- Ensure MACP's brand, identity, and values are consistently reflected in all external and internal communications, and adhere to established communications guidelines

EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS

- 7 or more years of relevant work experience in communications, marketing, PR or Journalism, including nonprofit, philanthropy and/or public affairs experience
- Bachelor's Degree highly preferred
- Can provide examples of learning or training that incorporates DEI best practices into internal and external corporate communications
- Experience with use of Microsoft Office suite required, particularly PowerPoint and Word.
- Basic understanding of the Adobe Creative Suite, particularly InDesign and Photoshop, considered a plus.

TRAITS, SKILLS, & ABILITIES IMPORTANT TO THE WORK

- Values integrity, discretion, and trustworthiness, and is able to maintain the highest level of confidentiality both internally and externally
- Demonstrated high commitment to intercultural understanding and sensitivity
- Excellent interpersonal skills, a genuine desire to help others, diplomatic style, attentive listener
- Able to collaborate with and achieve actionable results through others, to create, build and maintain relationships, and to interact with all levels of the organization
- Able to anticipate and handle unexpected situations
- Able to effectively collaborate and take direction from key leaders, but also able to work autonomously, prioritizing and planning activities, using time efficiently, and developing realistic plans

TRAVEL

Ability to travel up to 10% of the time

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 – Communications Officer in the subject line.