

POSITION PROFILE: Facilities Coordinator – Margaret A Cargill Philanthropies

LOCATION: Eden Prairie, MN

JOB PURPOSE

Are you looking to bring your facilities expertise to a state-of-the-art sustainable building environment? Do you want to advance your facilities management skills while contributing to a welcoming workplace? Do you have a strong commitment to proactive maintenance, groundskeeping, and site monitoring? Do you take pride in the facilities you maintain? If this sounds like you, this facilities coordinator position with Margaret A. Cargill Philanthropies (MACP) may be the right next step for your career.

From the solar panels on roof to the underground geo-thermal system, every part of the building and landscape embodies the values and interests of our founder and the philanthropic organizations she created. The property, called [The Preserve](#), is designed to “tread lightly” on the environment while providing a warm, inspiring, and healthy workplace for employees and our strategic partners.

The facilities coordinator is responsible for helping MACP maintain a secure and well-functioning work environment. The Facilities Coordinator works closely with the Manager, Office and Facilities to support all facilities activities at our LEED Platinum certified building in Eden Prairie. Key to this role is on-going facility monitoring, project coordination, and support of health, safety and security measures.

This position reports to the Manager, Office & Facilities and is a member of the Human Resources & Administration Team, which includes employees from Human Resources, Information Technology, Project Implementation and Office & Facilities.

MISSION AND ORGANIZATIONAL BACKGROUND

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.

ROLES AND RESPONSIBILITIES

Facility Coordination

- Support project planning and execution for interior and exterior spaces, in partnership with the Manager, Office & Facilities and external vendors
- Support efforts around space planning and furnishings, including furniture, plants, and art
- Coordinate internal office moves and oversee coordination of new hire workspace set up
- Help ensure environmentally conscience practices are in place and being followed by staff
- Monitor security camera and HVAC alerts daily and address as appropriate
- Issue keys and FOBs per protocol; including maintaining inventory and tracking
- Help support the safety of the front entrance and garage door areas; including sweeping and shoveling as needed
- Act as a liaison for onsite cleaners to address cleaning requests and planned projects
- Serve as back up to Manager, Office & Facilities for morning set up duties such as opening the building, brewing coffee, etc.

Maintenance, Testing, and Inspections

- Inspect facility, including mechanical room, garage, grounds and energy management site on a daily basis and bring forward any identified concerns.
- Coordinate facility maintenance, repairs, and equipment replacement options
- Maintain equipment and schedule maintenance and repairs as needed; including grill, fitness room, clocks, lights, furniture, espresso machine, batteries and all other equipment
- Generate work orders for external facility management vendors and follow through to ensure completion
- Oversee maintenance, cleaning, rotation, presentation, appraisal, and repair of all art in the facility. Partner with Manager, Office & Facilities on art initiatives as needed.
- Partner with the Manager, Office & Facilities to support compliance with all local and state fire and life safety requirements for the building including employee training, facility inspections and security of the premises

Administration

- Research and help implement new procedures in preparation for the return to the office, including making arrangements to reactivate all office and facility services as needed
- Provide office tours to new hires, consultants, guests and visitors which includes reviewing building emergency procedures
- Assist with creating, maintaining, and updating facility process documentation and manuals
- Manage the MACP Facilities email requests and inquiries daily
- Review, prepare, and initiate all facility related invoices in preparation for Manager approval.
- Assist with special projects and meetings as needed, attending and assisting with documentation and completion of action items
- Serve as a backup for front desk support and O&F team as needed

Environmental, Health, and Safety

- Partner with the Office & Facilities team to promote waste (organics, recycling, trash) disposal initiatives and help educate staff and guests.
- Ensure AED and First Aid equipment and supplies are maintained
- Learn building emergency process and procedures and serve as a member of the Response Team
- Help track all security badge access cards for Vendor Partners
- Organize all office & facilities storage rooms as time allow
- Partner with Administrative Specialist, Office & Facilities on maintenance efforts & projects

EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS

- 3+ years facilities coordination experience; Facility Management Professional (FMP) credential strongly preferred
- High School diploma or equivalent required; Associate's or bachelor's degree preferred in related field.
- Affiliation with International Facilities Management Association or Building Owners and Managers Institute preferred
- Demonstrated knowledge of design criteria and overall expectations for building and space design and appearance; ability to read and interpret floor plans
- Familiarity with office equipment and security systems
- Hands on experience with facilities management software preferred
- Understanding of safety regulations in offices
- Knowledge of sustainable design practices and buildings preferred
- Project management skills and detail orientation
- Commitment to the Foundation's mission, culture, and values with the ability to demonstrate that commitment in decisions and daily interactions
- Strong judgement, problem-solving skills and the ability to think quickly during emergencies
- 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
- Values integrity, discretion, and trustworthiness, and ability to maintain the highest level of confidentiality both internally and externally

- Demonstrated high commitment to intercultural understanding and sensitivity
- Working knowledge of PowerPoint, Word, Excel and Outlook; an openness to using new technologies.
- While in the building during the COVID pandemic, protocols will need to be followed, including wearing masks, and frequent hand washing. Will need to be flexible to implement and follow Center for Disease Control requirements as needed.

TRAVEL

- Minimal, as required to support job duties and for training and development opportunities.

PHYSICAL DEMANDS

- Able to lift and move objects (25 lbs.) and bend, stoop, kneel, crawl, reach, and climb a ladder to perform work functions.
- Engages in light duty maintenance and repair work, indoors and outdoors.
- Moderate use of computer, keyboard, and mouse
- While performing the duties of this job, the employee is exposed to outside weather conditions and may walk on uneven surfaces.

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 and encourages candidates of all identities, experiences, orientations, and communities to apply.

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 – Facilities Coordinator