

POSITION PROFILE: Program Associate – Margaret A Cargill Philanthropies

LOCATION: Eden Prairie, MN

JOB PURPOSE

The Program Associate is responsible for providing administrative, program, grant, and evaluation support for the Program Director and Program Officers for the Foundation's work in our Legacy & Opportunity Domain. The Legacy & Opportunity Domain spans many areas, but this position will primarily concentrate on a cohort of long-term grantees in Southern California.

The Program Associate gathers timely and accurate information from grantees and other sources, assists in the proposal and report process, and inputs and retrieves information to/from the grant management information system (MACP uses the Fluxx platform). Unique to the Legacy & Opportunity Domain, the Program Associate supports the development of board committee materials and meetings throughout the year.

This position also manages calendars to ensure grantmaking and monitoring deadlines are met and assists in the development and tracking of the team's budgets and grant distribution forecasting. This position reports to Program Director, Legacy Programs and works closely with the entire team. This position is also part of MACP's wider Program team.

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

- **Program Support**
 - Support grantees to navigate MACP's grantmaking systems, including Fluxx, and related processes.
 - Lead process to assemble and organize high-quality grant and program materials and presentations for frequent board and committee meetings, including developing and editing certain documents; manage team grantmaking calendar.
 - Assist with organization of meetings and events on and off-site (advisory meetings, site visits, team meetings, etc.).
 - Prepare materials for and document the outcomes of regular team and Domain-level meetings.
 - Research assigned topics and synthesize the information in written briefs. Support other special projects and presentations.
 - Handle correspondence with grantees and other external parties, including consultants, as assigned.
 - Assist with high quality mapping that supports proposals and other initiatives.
 - Support other program associates as needed to help manage variation in workload across program areas and to provide backup coverage.
- **Grant Administration and Evaluation Support:**
 - Compile and maintain relevant and required grantee information in electronic and paper files, with emphasis on electronic recordkeeping.
 - Perform timely and accurate input and updates of grantee information, proposals, approvals, payments, and reporting requirements. Work with grantees and grants management staff to ensure required grant reporting information is consistently up to date.
 - Coordinate grant payments with grantees and finance team.
 - Export and analyze data. Design and prepare reports as needed with the assistance of grants administration and evaluation staff.
 - Support grants management including assistance with user testing, participation in training, and at times, helping with data migration.

EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS

- 2 or more years' experience in program and/or grant administration preferred
- Strong data analysis and computer skills, with solid working knowledge of Microsoft Office software; knowledge of grantmaking software preferred (ideally Fluxx)
- Highly organized, planful, and motivated; ability to prioritize and manage multiple tasks with little direct supervision
- Creative problem solver; resourceful and proactive in seeking creative technical and/or procedural improvements
- Positive attitude and a commitment to being part of and building an encouraging work environment
- Demonstrated high commitment to intercultural understanding and sensitivity
- Demonstrated knowledge of and commitment to addressing racism and other societal inequities
- Strong sense of integrity, discretion, and trustworthiness, able to maintain the highest level of confidentiality both internally and externally
- Excellent interpersonal skills, a genuine desire to help others, diplomatic style, attentive listener
- Effective communication skills, written and verbal
- Experience collaborating and working as part of a small team
- Strong project management and customer service skills
- Active interest in placed-based giving and the role of philanthropy in supporting nonprofit organizations
- High School Diploma or equivalent required; Associate or Bachelor degree preferred

TRAVEL

- Very Limited

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 ingrid@kpcompanies.com. Please include MACP – Program 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.