

## POSITION PROFILE

The Program Associate Disaster Relief & Recovery and Environment is responsible for providing administrative, program, grant, and evaluation support for the Program Directors and Program Officers for the Philanthropy's work in our Disaster Relief & Recovery (DRR) and Environment domains. The Program Associate will primarily concentrate on a cohort of long-term grantees carrying out work internationally and domestically.

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). The Program Associate also supports the development of materials and meetings related to annual program reviews to the board, and, where necessary, in support of proposal reviews throughout the year.

This position also manages calendars to ensure grantmaking and monitoring deadlines are met and assists in the development and tracking of each domain's budgets and grant distribution forecasting. This position reports to the Program Director (PD), DRR, however the Program Associate will work closely with both DRR and Environment teams and meet regularly with the PD for both domains. This position is also part of MACP's wider Program team.

## MISSION AND ORGANIZATIONAL BACKGROUND

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, but overlapping boards and investment portfolios and 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 \$3.5 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 \$5 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 toward a goal of lasting community level impact. This is further reinforced in the MACP 2025 Strategic Vision and Goals, which is organized into three key goals:

- We are demonstrating lasting community impact and learning with our partners and from our program strategies.
- We are developing and utilizing diverse talents and knowledge.
- We have systems, processes, and practices that effectively support our collective work.

MACP began its formal diversity, equity, inclusion, and justice (DEIJ) journey with efforts to deepen learning, better understand core concepts, and develop intercultural competence. More recently, multiple crises have resulted in a sense of urgency around longstanding and systemic issues of racism and inequity, accelerating MACP's work on these issues across its organization. To advance this work, MACP developed, revised, and adopted

its Vision Statement in December 2021 to provide a framework to guide its shared efforts. MACP's DEIJ work is owned by everyone at MACP, and all are part of a shared journey to be effective in our work and achieve the impact we seek.

## **PROGRAM ASSOCIATE RESPONSIBILITIES**

### *Program Support:*

- Support grantmaking process and calendar to help meet annual domain and organizational grantmaking goals.
- Engage with applicants and grantees, including providing assistance with use of MACP's grantmaking systems, including Fluxx, Adaptive, Qlik and DRR's on-line evaluation tool.
- Manage correspondence and/or other technical written materials with grantees and other external parties, including consultants, as assigned.
- Assist with organization of meetings and events on and off-site (convenings, site visits, team meetings, etc.).
- Prepare materials for and document the outcomes of regular team and Domain-level meetings.
- Assemble and organize high-quality grant and program materials and presentations for board meetings, including developing and editing certain documents.
- Assist with high quality mapping that supports proposals, evaluation interests, and other initiatives.
- Research assigned topics and synthesize information in written summaries or in PowerPoint. Support other special projects and presentations.
- Assist other program associates as needed to help manage variation in workload across program areas and provide backup coverage.

### *Grant Administration and Evaluation Support:*

- Engage with applicants and grantees to facilitate timely and accurate completion of concepts, applications, grant agreements, annual reports, response-related periodic reports, and supplemental materials through MACP's grantmaking systems.
- Maintain relevant and required grantee information in electronic 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, Grants Management and Finance staffs.
- 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.
- Work in close partnerships with staff member(s) at grantee organizations who function as liaison to MACP, to ensure continuous collaboration and partnership across multiple grants.

## **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 written and verbal communication skills
- 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, including those whose work relates to natural disasters
- High School Diploma or equivalent required; Associate or bachelor's degree preferred

## **ABOUT OUR WORKPLACE**

Our community of more than 100 employees brings expertise from a variety of professional and personal experiences. We are inspired by a common mission, shared values, and the difference we can make by working together.

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. Reflecting our investment in staff wellbeing, we have deepened our commitment to flexible work schedules and will be implementing an innovative new approach to work arrangements in 2022. All MACP staff have a reduced work week, with half-day Fridays, year-round, and upon our return to the office, the option of working remotely up to two days per week.

## **COMPENSATION AND BENEFITS**

Salary range of \$67,000 – 75,000 annually. Actual starting salary of candidate will be commensurate with years, breadth, and depth of relevant experience, education, certifications, credentials, special skills, accomplishments, and other factors relevant to the position. Additionally, MACP provides a generous benefits package.

Given the unpredictability of the COVID-19 pandemic, MACP is currently assessing its return-to-work plans. When staff do return to the office, MACP policy currently requires staff to be fully vaccinated or to confirm a negative COVID-19 test result within the previous seven days. COVID-19 protocols continue to be reviewed.

## **COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, EQUAL OPPORTUNITY, AND ACCESSIBILITY**

We know that engaging, building trust, and making a difference relies on the collective wisdom and strength of a truly diverse organization. **With this in mind, and as an equal opportunity employer, we encourage and strongly welcome candidates of all identities, lived experiences, orientations, and communities to apply.**

## **TRAVEL**

No more than 10%.

*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](mailto:terra@kpcompanies.com) Please include MACP – Grants Management Associate in the subject line.