



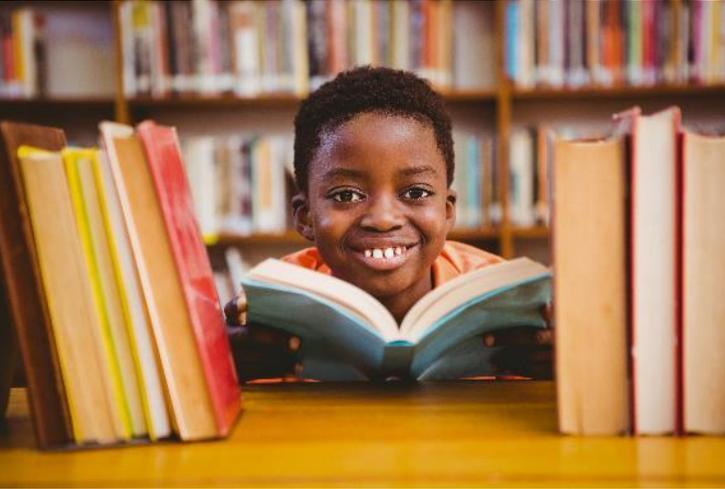
**Margaret A. Cargill**  
PHILANTHROPIES

## **Program Officer, Teachers**

### **Position Profile**

The Program Officer, Teachers is responsible for supporting the development, implementation, and management of the Teachers program of the Margaret A. Cargill Philanthropies within the Teachers Domain.

This position operates under the supervision of the Program Director, Teachers and works in collaboration with other domain and program team members other MACP staff to build and manage an effective grantmaking program in support of strengthening the teaching profession..



## Background

The Teachers domain is an emerging grantmaking area of the Margaret A. Cargill Philanthropies and is guided by our donor's deep respect for the value of the teaching profession and desire to address barriers to post-secondary education attainment. The domain is in development of a new strategy that will engage a broader U.S. geography and seeks to better understand and address teacher diversity, workforce shortages, and teachers' cultural competence to promote equity, inclusion, and social justice in their practice. A place-based, collaborative grantmaking approach is anticipated for the new strategic portfolio. The Teachers program builds on an initial portfolio of grants focused on the recruitment, preparation, and retention of new teachers in communities in Alaska and Wisconsin; and an established portfolio of grants focused on post-secondary success of Native American students and students from rural communities.

MACP values public education as a fundamental tenet of a healthy democracy and has specific interest in supporting the teaching profession in the following U.S. geographies: the upper Midwest (ND, SD, MN, WI), the Northwest (MT, ID, OR, WA, AK), the Southwest (Southern CA, AZ, NM, TX), and Appalachian Regional Commission's defined geographies in central Appalachia (OH, WV, VA, KY, NC, TN). The Postsecondary Success portfolio is more narrowly focused on an eight-state geography (KY, MT, MN, WI, WA, AK, ND, SD). This is a dynamic time of strategic development, and the Program Officer will contribute to strategy, engagement, identifying potential funding opportunities, and moving the work forward with new grantee and community partnerships that may include universities, school districts, governmental agencies, or non-profit organizations.

## Compensation and Benefits

The compensation range for Program Officer, Teachers is \$113,000 - \$134,000. Actual starting salary of a 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.

## Responsibilities:

- Serve as the lead in the implementation of a strategically aligned grantmaking portfolio; likely to serve in some or all the focal geographies and expected to be launched in 2023.
- Bring insight and contribution to fruition with leaders and the Teachers program team towards the development of a new grantmaking strategy; support the transition from prior strategic grants to the new portfolio.
- Work with grant applicants on all aspects of the MACP grantmaking process including due diligence reviews of potential grantee organizations. Assist applicants in developing realistic proposals that are aligned with strategic funding priorities within the scope and budget of the Teachers program, consistent with MACP grantmaking policies and practices, and within applicants' capacity to deliver.
- Oversee active Teachers grants, track grantee progress, provide guidance and assistance to grantees, conduct site visits in-person and virtually, and review, analyze, and summarize grantee reports.
- In collaboration with the Program Director and Evaluation Team and in consultation with the Managing Program Director, develop qualitative and quantitative methods to analyze program impact and effectiveness for the purposes of accountability and learning.
- Build and manage grantee relationships, leading with trust and in a manner consistent with MACP's values and Philosophy of Grantmaking.
- Manage the impact of strategy transition on current grantees to stress sustainability and learning.
- Work collaboratively with MACP's Legal, Finance, Grants Management, and Evaluation teams to conduct due diligence, assess institutional capacity, and monitor active grants.
- Promote partnership and a culture of learning within MACP, among grantees, and with peer funders.
- Prepare written materials for board and management review. Prepare and formally present grant recommendations and portfolio updates in board and executive leadership meetings.
- Serve as an internal thought leader on issues impacting the teaching profession and focal geographies. Analyze and research issues, policies, and systemic innovations that advance diversity, equity inclusion, and social justice in and through the teaching profession.
- Attend meetings, conferences, and site visits related to understanding local grantee contexts and project strategy implementation.
- Organize site visits for Program Director and other MACP staff and leadership.
- Represent MACP to the public, including community leaders, community-based organizations, and colleagues in the field of philanthropy. Participate in sector learning with other Grantmakers and leaders in teacher preparation.
- Facilitate connections and partnerships across organizations and institutions working on shared issues in coordination with the Program Director.
- Actively contribute as a collaborative member of the Teachers team and as part of the MACP staff.



## **Education, Experience, and Other Qualifications**

The ideal candidate is a professional with deep understanding of K-12 teacher preparation and the systems in which K-12 teachers work, holding a graduate degree in the field. The candidate will have eight years or more of relevant experience as a K-12 teacher or school district administrator, higher education faculty in teacher preparation, or in an educational sector nonprofit or educational philanthropy as a program manager or evaluator. Experience within some area of MACP's geographies of interest is preferred and the candidate will value quality preparation, teacher diversity, educational equity, inclusion, and social justice.

Candidates should have an active curiosity and passion for MACP's program interests and values, including making a difference in communities, forming deep partnerships with grantees, and working with humility. Successful candidates will be collaborative, positive, and able to deal well with ambiguity and change. They will be adept at building collegial relationships and able to respond to issues with clarity and diplomacy. They will inspire and foster trust and confidence in staff, management, and their colleagues.

Experience and/or demonstrated interest in putting a board's interests into practice is also essential.

### **Travel**

Up to 20%. Most if not all travel for this position will be domestic in the U.S.

*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.*

## Other Essential Skills and Experience:

- Background and understanding of policy issues within U.S. public education, with an experienced capacity to advance program interests diplomatically in this area at college/university, public school system, and state levels
- Demonstrated commitment to issues of diversity, equity, inclusion, and justice.
- Thoughtful understanding of the factors influencing the lack of access and inclusion of historically marginalized communities in the teaching profession and knowledge of successful approaches leading to change.
- Understanding of nonprofit organizations, public school, and university governance, including the ability to analyze organizational strategic plans, evaluation reports, program plans, business models, and financial statements.
- Sensitivity to the role philanthropy has and may play in U.S. public educational issues.
- Strong project management and planning skills including the ability to organize and prioritize tasks, effectively manage time, meet multiple competing deadlines, work independently and in a team environment, and manage budgets.
- Capable of reading balance sheets and organizational budgets associated with grant applications.
- Experience with evaluation methodologies that promote equitable representation and learning.
- Combination of strategic thinking and analytical and planning skills, including the ability to effectively focus on details in processes and projects.
- Exceptional written and verbal communication skills, including making small group and public presentations, and quickly producing clear and concise written documents.
- Demonstrated ability to work in a highly collaborative organization with consultative relationships vertically and horizontally and a strong service orientation both internally and externally.
- Values integrity, discretion, and trustworthiness, and can maintain the highest level of confidentiality both internally and externally
- Collaborative, positive, and adept at building collegial relationships and able to respond to issues with clarity and diplomacy
- Experience as a comfortable user of database and spreadsheet technology platforms used to develop and closely track project details.

• 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.



### Diversity, Equity, Inclusion, and Justice

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.

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Job incumbents may be required to perform other functions not specifically addressed in this description.

### About Margaret A. Cargill Philanthropies (MACP)

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 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.



# Margaret A. Cargill

PHILANTHROPIES

## 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.

MACP's home in Eden Prairie, Minnesota is a foundational aspect of our identity, reflecting an organizational commitment to sustainability, balance, and collaboration. In spring 2016, MACP completed a major building expansion focused on sustainable design practices. The original building renovation earned LEED Gold certification, and for the expansion, MACP earned LEED Platinum certification from the U.S. Green Building Council.

Eden Prairie is part of the Twin Cities metro area including Minneapolis and St. Paul, which have over 3 million residents and together make up the 14th largest metropolitan area in the country. A unique blend of small town and major cosmopolitan hub, both urban cores boast a thriving business atmosphere. Saint Paul, as the state capital, is home to state government and has a more historical vibe. Minneapolis is the larger and more commercial of the two cities. Both cities share a common root of being river towns - and the great outdoors are still a major attraction for residents and visitors alike.



### 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 [aiesha@kpcompanies.com](mailto:aiesha@kpcompanies.com) Please include MACP – Program Officer, Teachers in the subject line.