

## POSITION PROFILE

The Administrative Specialist is responsible for providing administrative support to the Evaluation and Organizational Learning and Enterprise Risk Management teams. The position requires attention to detail, confidentiality, critical thinking, technical learning, problem solving, establishing priorities, meeting deadlines, and the ability to juggle multiple competing tasks and demands. Work also requires flexibility and coordination with other team members, including understanding staff group processes and dynamics, to accomplish overall team goals.

This position is a member of the Evaluation and Organizational Learning and Enterprise Risk Management teams. This position is also a member of the Administrative Support 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.

## **ADMINISTRATIVE SPECIALIST RESPONSIBILITIES**

- Provide administrative support to designated teams, including:
  - Assist with the daily schedules of the Director, Evaluation and Organizational Learning and the Director, Enterprise Risk Management; keeping appointments and meetings on time or changing schedules when necessary and ensuring they are prepared in advance of each meeting.
  - Schedule meetings and provide calendar support for EOL and ERM team members.
  - Maintain and manage online systems and resources.
  - Create systems and practices for organizing and archiving departmental documents and records.
  - Contribute to team planning and execution of team-led events and meetings.
  - Explore and contribute technical solutions to improve and evolve departmental work.
  - Prepare and distribute proposal review materials.
  - Prepare and process expense reports and contract approvals.
  - Manage external contacts for teams proactively, understanding who they are and keep track of periodic communication.
  - Design and utilize tools to track the progress of evaluation department projects.
  - Use Microsoft Word and PowerPoint to develop and revise documents, apply templates to existing documents, and format materials to align them with branding standards.
  - Use Microsoft Excel to create and update simple spreadsheets, charts, and graphs.
  - Compose routine letters, emails and memoranda ensuring accuracy.
  - Enhance organization and department effectiveness and efficiencies through means of identifying and owning steps to improve processes.
  - Participate collaboratively in cross-functional teams and projects to develop, implement, and maintain organizational processes, tools, and documentation, as assigned.
- Plan and coordinate on-site and off-site meetings including:
  - Assist with preparing agendas and meeting materials, including assembling research/background information, developing content and distributing information to members of the meeting in advance.
  - Prepare presentations and design written materials for key meeting messages.
  - Utilize and manage Teams, Zoom, and other virtual meeting platforms for off-site and hybrid settings and meetings.
  - Arrange travel, including complex domestic and international travel and out-of-town meetings. Create travel briefing books to supplement each trip.
  - Make room, facility, and meal/catering arrangements.
  - Coordinate activities and vendors during the meeting.
  - Ensure all logistical aspects of the meeting run smoothly.
- Other duties to include:
  - Provide back-up to other Administrative staff as necessary.
  - Other projects and duties as assigned.

## **EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS**

We hope to meet candidates who have:

- 3+ years in an Administrative Assistant, Office Assistant or related role supporting a team of people.
- Strong working knowledge of PowerPoint, Word, Excel and Outlook; an openness to using new technologies; prefer experience with SharePoint and/or Concur.
- Experience researching and making complex travel arrangements; preferably domestically and internationally.

- Ability to communicate and interact effectively in person and in writing with internal and external constituents.
- Effective planning and organizing skills with ability to manage multiple bodies of work concurrently.
- Ability to problem solve and make fact-based recommendations demonstrating sound judgment.
- Demonstrated history of calendar management experience.
- Maintain the highest level of confidentiality in both internal and external relationships.
- Excellent interpersonal skills, a genuine desire to help others, diplomatic style, attentive listener.
- Demonstrated high commitment to intercultural understanding and sensitivity and commitment to addressing racism and other societal inequities.
- Interest in and ability to continuously improve processes.
- Positive attitude and a commitment to being part of building an encouraging work environment
- High School degree or equivalent required; Associate's or Bachelor's degree preferred.

#### **TRAVEL**

None anticipated

#### **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.

#### **COMPENSATION AND BENEFITS**

Salary range of \$51,000-\$57,000 annually. 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.

**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.**

*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 [mary@kpcompanies.com](mailto:mary@kpcompanies.com) Please include MACP –Administrative Specialist, Evaluation and Organizational Learning in the subject line.