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# Margaret A. Cargill

PHILANTHROPIES

EXECUTIVE POSITION PROFILE

## ORGANIZATION

Margaret A. Cargill Philanthropies

## POSITION

Program Associate- Local Initiatives and Opportunities

## APPLICATION DEADLINE

Applications will be accepted until 9:00 pm on **November 16, 2022** with review of candidates beginning immediately.

**We encourage and appreciate early applications.**

## POSITION PROFILE | PROGRAM ASSOCIATE, LOCAL INITIATIVES AND OPPORTUNITIES

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### SUMMARY

kpCompanies is leading the search for the Program Associate, Local Initiatives and Opportunities. This position will be responsible for providing administrative, program, grant, and evaluation support for the Program Director and Program Officers for the Foundation's work in their Local Initiatives and Opportunities program.

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 Local Initiatives Programs, 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, Local Initiatives and Opportunities Programs and works closely with the Program Officer, Local Initiatives, and other Program Officers and Program Associates across MACP. This position is also part of MACP's wider Program team.

**We welcome you and thank you for taking the time to review this Program Associate, Local Initiatives and Opportunities job posting.**

## ABOUT MARGARET A. CARGILL PHILANTHROPIES

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Margaret A. Cargill Philanthropies (MACP) is the umbrella over the grantmaking foundations created by the late Margaret Cargill: Margaret A. Cargill Foundation and Anne Ray Foundation. MACP provides meaningful support through long-term relationships with strategic grantee partners across seven program domains: Environment, Disaster Relief & Recovery, Arts & Cultures, Teachers, Animal Welfare, Quality of Life, and Legacy & Opportunity. The collective assets of MACP place it among the 10 largest philanthropies in the United States.

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. At year-end 2021, MACP's assets are approximately

- \$3.7 billion.

**Anne Ray Foundation** is a supporting organization, which may make grants only to beneficiary organizations specifically named by Ms. Cargill. Year-end 2021, ARF's assets are approximately

- \$5.3 billion.

MACP's [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, having 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.

- In December 2021, we formally adopted a DEI Vision Statement to guide our work; view it online [here](#). The motivation and guidance for this diversity, equity, inclusion, and justice work is drawn from our mission and vision, our direction from Margaret Cargill, and the caring and compassionate culture we strive for through work with grantees, partners, and each other. Embracing this vision will have a transformational influence on our organization, our partnerships, the work we do, and the impact we ultimately seek.
- MACP's DEI Vision and the commitments embodied within are a living document, a guidepost, and they will evolve as we learn and grow. This statement is intended as a framework to guide our shared efforts as we develop the action steps and accountability measures necessary for the next phase of our work.

## POSITION:

The Local Initiatives and Opportunities program provides flexible, responsive funds for one-time support primarily to 1) local or regional organizations in Minnesota and 2) to a specific set of designated grantees that are aligned with MACP's core interests and program priorities. The Program Associate will support the local initiatives team with our administrative and systems needs in building out our grant portfolio and deepening organizational, institutional, and community relationships.

MACP is seeking candidates who share the organization's values and commitment to join our team as a full-time Program Associate, Local Initiatives and Opportunities.

### **We are looking for a candidate who embodies these skills....**

**Project Support.** Effectively supporting the Program Director and team in planning, organizing, scheduling, and accomplishing the goals of the team. Includes supporting program budgeting and grantmaking, balancing task requirements within the constraints of schedules and budgets.

**Attention to detail.** Directs attention to the task at hand in order to avoid making mistakes. Prepares and carefully reviews figures, computations, reports, etc., to identify any errors or problems; ensures consistency and that information can be understood by all who read it. Shows concern for all aspects of the job no matter how small.

**Program Administrator.** Understands, supports, and adopts recommended process improvements with MACP'S grantees.

**Research.** Assist with research of potential grantees to ensure they meet MACP's criteria to receive one-time support for their initiatives that align with MACP's core interest and program priorities.

**Relationship Builder.** Develops and maintains effective working relationships with team members, internal partners, grantees and others through the use of strong interpersonal skills. Obtains cooperation from others; seeks and encourages win-win alternatives. Works effectively with people outside formal authority to accomplish goals.

### **Program Support continued**

Research assigned topics and synthesize the information in written briefs. Support other special projects and presentations.

- Assist with evaluation activities such as administering surveys, gathering data, and compiling it into reports.
- 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.
- 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 (review committee meetings, site visits, team meetings, convenings etc.).
- Prepare materials for and document the outcomes of regular team and Domain-level meetings.

### **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

Outstanding candidates for the role position will offer many of the qualities, skills, and characteristics listed here. We know that no candidate is likely to have every one of these qualities, so we encourage interest and applications from people who have the capacity to grow into the responsibilities listed and who bring transferable skills.

- 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 place-based giving and the role of philanthropy in supporting nonprofit organizations.
- High School Diploma or equivalent required; Associate or Bachelor degree preferred

## COMPENSATION AND BENEFITS

MACP has identified a salary range of \$67,000- \$75,000 for this role. 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.

## (COMPENSATION AND BENEFITS Continued)

MACP benefits are generous and include:

- Competitive compensation
- Strong medical, dental, and vision benefits for staff and their dependents with competitive monthly premiums and flexible spending accounts
- Reduced work week for all staff, with half-day closures on Fridays, year-round
- Minimum of four weeks of paid time off, in addition to a week-long year-end office closure
- Retirement programs, including 401(k) matching at 5%, with access to employer-paid financial planning Resources. In addition, the Organization may provide a discretionary contribution to employees' 401(k) plan that vests over a five-year period.
- Matching gift program for charitable donations
- Additional benefits such as an employee assistance plan, an onsite fitness room, paid parental leave, and tuition reimbursement.

## Physical Requirement and Work Environment

- The work environment is an office setting with a designated workspace at the Margaret A. Cargill Philanthropies office in Eden Prairie, Minnesota and optional remote work up to 2 days per week.
- This position is primarily a sedentary role with an adjustable sit/stand desk.
- This position requires regular use of a computer to complete work responsibilities. It also includes regularly working with other office equipment and communication technology, such as a videoconferencing, telephone, copy machine, and printer.
- The person in this position needs to occasionally move about inside the office to access file cabinets, office equipment, attend meetings or events, etc.
- This role also frequently performs multiple tasks simultaneously and works closely with others as part of a team. Occasionally, the person in this role may be required to adjust to time pressures and frequent changes. Infrequently, this role may require an irregular schedule or overtime.
- Ability to lift and carry up to approximately 30 pounds

## HOW TO APPLY

MACP has partnered with [kpCompanies](#) in this search. Interested candidates should submit cover letter, resume, and salary expectations no later than 9:00 pm on Monday, Wednesday, November 16, 2022. All submissions are received in strictest confidence.

You can apply by submitting your application online here: <https://evoportalus.tracker-rms.com/kpCompanies/MyLite?id=1030>

## 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, we strongly welcome the interest of people who bring a variety of lived experiences, including people of color, all gender identities, people from the LGBTQ+ community, people with disabilities, and others who are excited to contribute their skills to our work. Margaret A. Cargill Philanthropies is an equal opportunity employer, and we consider applicants without regard to race, color, religion, gender, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law. MACP is committed to the full inclusion of all qualified individuals. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations.

## TRAVEL

- Limited within Minnesota; occasional out of state travel

\*\*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.