

JOHN AND SNYDER

Senior Counsel

Margaret A. Cargill Philanthropies

Eden Prairie, Minnesota



About Margaret A. Cargill Philanthropies

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 2022, MACF's assets are approximately

- \$3.3 billion.

Anne Ray Foundation is a supporting organization, which may make grants only to beneficiary organizations specifically named by Ms. Cargill. Year-end 2022, ARF's

- assets are approximately \$4.7 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.

- To live more fully into our philosophy of grantmaking, we adopted a DEIJ 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 DEIJ 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.

About Our Workplace

Our community of more than 115 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.

In January 2023, we adopted our Employee Value Proposition (EVP) that shares our commitments to our team member's careers. We are committed to ensuring a diverse workforce where all team members feel like they belong, and we put equity at the center of our approach to individual development. We make a robust investment in each team member's professional development to ensure they can contribute meaningfully to MACP's mission, grow in their roles, and achieve their career goals both within and outside of MACP. We also value staff retention, and the stability and consistency of a dedicated team. You can read our full EVP [here](#).

We are also proud to offer a welcoming workplace that supports our employees' 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 have implemented an innovative new approach to work arrangements in 2022. All MACP staff have a reduced workweek, with half-day Fridays, year-round, with 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, and our LEED Platinum certified building features include sustainable materials, outdoor meeting areas, a fitness room, and unique art and keepsakes from Ms. Cargill's personal collection and others, that reflect our grantmaking and the communities where we work. Our space is a living reminder of our values.

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 one of the metropolitan areas in the country. A unique blend of small town and major cosmopolitan hub, both urban cores boast a thriving business atmosphere.

For more information about MACP, please visit our website: www.macphilanthropies.org.

The Opportunity

MACP is seeking candidates who share the organization's values and commitment to join our team as Senior Counsel.

JOB PURPOSE

The Senior Counsel role will be responsible for assisting the General Counsel and the Legal Team in providing legal counsel to the Margaret A. Cargill Philanthropies ("MACP"). The Senior Counsel will work through partnerships to advance MACP's mission by primarily focusing on matters related to operations, contracts, investments, and policy and records management. The role will also support strategic collaborations with other functions at MACP, including Investments, Human Resources, Facilities, Information Technology, Communications, and Enterprise Risk Management, among others. This role reports to the General Counsel and is a member of the Legal Team.

RESPONSIBILITIES

Prepare advice for MACP on legal risks and opportunities:

- Serve MACP's mission and goals by providing high-quality and practical legal analysis and counsel to the MACP board, committees, management, and staff.
- Serve as trusted legal advisor to cross-functional teams by maintaining productive and collaborative relationships.
- Develop high-quality legal work product to support mission-driven impact.
- Holistically advise on legal considerations to expand opportunities, solve problems, support effective partnerships, and advance MACP's mission, vision, priorities, and strategies.

Collaborate with MACP colleagues, external partners, and others to advance mission-based impact:

- Contribute to building strong cross-functional relationships to work cooperatively with cross-functional teams to advance strategies, maintain organizational records and processes, and support special initiatives.
- Apply good judgment, identify nuances, and navigate ambiguity to support productive and trusting relationships with colleagues and external partners.
- Research emerging developments to support understanding technical and practical issues impacting philanthropy and the non-profit sector.
- Partner with the Legal Team and cross-functional colleagues to create awareness of potential risks and take reasonable steps to mitigate liability and legal risk to the organization to support mission-driven impact.
- Champion MACP's commitment to diversity, equity, inclusion, and justice ("DEIJ") by demonstrating awareness of systemic racism and other forms of structural injustice and committing to advancing DEIJ through MACP's legal work.
- Demonstrate awareness of human biases and commit to practicing intercultural competency.

Review and analyze legal issues impacting MACP's operations and investments:

- Analyze and make recommendations to address legal considerations to support effective operations, including advising on matters related to employment law, cybersecurity, and data privacy practices, among others.
- Collaborate with outside counsel to review MACP investments; perform operational due diligence for new investments; partner with the MACP Investment Team to support and advance investment strategies and legal compliance.
- Perform conflict of interest policy analysis, contract review, and support administration of organizational records management policy.

- Perform or support legal research and analysis of laws and regulatory requirements related to MACP's operations; coordinate with colleagues across the organization to implement advice for the Philanthropies in practical and risk-appropriate ways.
- Keep up to date with legal developments impacting non-profit organizations, charitable trusts, and other relevant laws affecting operations, investments, and the philanthropic sector generally.
- Identify legal issues and deliver practical solutions to address organizational considerations, such as ensuring statutory compliance and supporting effective relationships.

Support organizational policies and practices:

- Partner with cross-functional teams to update and maintain preferred terms for agreements and support the preparation of contracts, agreements, and other legal documents, as appropriate.
- Assist with legal issues related to grants and governance, including providing legal analysis and counsel, performing research, and drafting or reviewing documentation.
- Maintain legal policies and guidance documents, ensuring alignment to laws, regulations, and MACP values and practices; prepare reports for stakeholders, as needed; maintain compliance processes; develop and implement policy and process improvements.
- Assist with managing state compliance requirements, including monitoring and interpreting registration requirements (except tax).
- Assist with maintaining organizational records and documenting governance actions.
- Advise and educate staff with respect to legal aspects of various matters related to contracts, policy compliance, and other issues.

Participate as an active and engaged member of the MACP Legal Team:

- Serve as a member of the MACP Legal Team by collaboratively cultivating and maintaining productive cross-functional and inter-team relationships.
- Partner with the Legal Team to support the MACP boards, committees, and staff.
- Work cooperatively with other team members to identify legal issues and opportunities early and address them in a risk- and resource-appropriate manner, in service of organizational mission, vision, priorities, and strategies.
- Work closely with legal team and support progress towards team goals.
- Engage in effective and respectful teamwork and demonstration of MACP values.
- Support effective collaboration, communication, and legal service delivery.
- Engage with outside counsel by defining appropriate scopes of work, managing legal fees, and coordinating resources to implement advice and recommendations from outside counsel.
- Research and analyze state and federal laws and regulatory requirements, investigate legal issues, and provide recommendations, as directed.
- Stay abreast of regulatory, legislative, administrative, and judicial actions and decisions that impact the work of the organization and/or its constituents.
- Assist with special projects as needed.

Compensation and Benefits

MACP has identified a salary range of \$163,000 to \$182,000 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.

MACP benefits are generous and include

- Competitive compensation, including relocation support

- Professional development benefits, including opportunities to participate in relevant membership organizations and external learning activities
- Tuition reimbursement for employees pursuing college or advanced degrees or a certificate.
- 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.

TRAVEL

Anticipated less than 10%

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.
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- 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. This role may require an irregular schedule or overtime.
- Occasional or intermittent physical activities will include bending, reaching, twisting, stooping, climbing.

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.

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.



Application Process

John and Snyder, LLC is a boutique executive search firm partnering with clients at the intersection of law and philanthropy. Our firm has been exclusively retained for this engagement. Interested, qualified attorneys should submit an electronic copy of their letter of interest and their resume to the following search consultants:

Steve John
Partner
steve@johnandsnyder.com
(415) 505-6685

Jason Snyder
Partner
jason@johnandsnyder.com
(415) 505-6687

Margaret A. Cargill Philanthropic Services, LLC is committed to the full inclusion of all qualified individuals interested in this role. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact **LeAnn Decklever** at ldecklever@macphil.org.

On behalf of the Margaret A. Cargill Philanthropies, we thank you for your interest in the Senior Counsel opportunity.