

POSITION PROFILE: Programs Intern - Local Initiatives

The purpose of this internship is to support the Local Initiatives & Opportunities Program Team with field research, sector scan, documentation, planning, and grantee engagement activities. The final deliverables include (1) completion of research projects around grantee engagement and convening and (2) a baseline analysis of Local Initiatives' inclusive and equitable practices and operating principles. Oversight for this internship will be provided by the Local Initiatives Program Officer. Mentorship will also be provided by the Program Officer as well as other team members of Local Initiatives, including the Program Director. This role will entail a commitment of approximately 36 hours per week for 12 weeks during the summer of 2024.

The internship will be in a hybrid format. The intern is required to work from MACP's Eden Prairie, Minnesota office three days per week in each five-day workweek. The remaining two days will be for remote work. **Please note that complete relocation to the Minneapolis Area is required for this internship.**

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.

RESPONSIBILITIES:

Primary project: Field research and related planning activities on inclusive and equitable practices and principles (designed and applied) in philanthropy. This includes reviewing and integrating partner feedback to document the Local Initiatives' equity-centered practices and principles for internal and external stakeholders. Additional, small-scale projects may also be pursued as opportunities emerge, and which may also be beneficial to the

selected Intern to enhance their own educational and professional experience.

Background: The Local Initiatives portfolio uniquely makes grants addressing racial and rural equity, on issues such as climate action, mental health, capital infrastructure projects, youth development, food security, and economic revitalization. Though the portfolio has multiple areas of focus, it has implemented a set of principles and practices, throughout its grantmaking processes, internally and externally, that are grounded on MACP's Philosophy of Grantmaking and DEIJ Vision Statement. These principles and practices are also informed by communities and partners.

Integrating multiple voices and MACP guiding documents, the Local Initiatives team has designed and applied equity-centered practices and principles that have been viewed by our stakeholders as possibly 'leading the way' on how grantmaking could be used to build trust and create greater impact as we 'Co-Create' solutions with stakeholders.

Tasks for the Program Intern, Local Initiatives and Opportunities in support of this may include:

- Conduct external/field research on inclusive and equitable grantmaking practices.
- Interview key stakeholders to understand the equity-centered practices and operating principles of Local Initiatives.
- Create a baseline analysis to provide a final deliverable with insights, lessons learned, and recommendations to increase the effectiveness of equity-centered practices and operating principles of Local Initiatives.
- Participate in meetings or other engagements, internally and externally, with Local Initiatives team members, as appropriate.
- Support opportunistic projects per the interest of the intern to increase exposure to program areas and grantee engagement of Local Initiatives.
- Participate in MACP meetings as appropriate to gain insights into philanthropy.
- Learn about the work of the Local Initiatives and MACP Programs by reviewing current Domain Operating Plans and Functional Goals, along with program strategy documents related to the work of the Domain.
- Support MACP's vision and commitment to diversity, equity, inclusion,

and justice (DEIJ) by contributing to team and organization wide DEIJ goals and efforts.

- Demonstrate knowledge of and commitment to intercultural understanding and sensitivity and awareness of systemic racism and other forms of structural injustice.

EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS:

- Pursuing an advanced degree in Sociology, Public Policy, Public Administration, Ethnic Studies, Political Science, Linguistic, Philosophy, Business Administration, and/or Communications
- Interest in applied social sciences in Local Initiatives program interest areas. For example, interest in the field of racial equity, rural equity, climate action, mental health, and you at risk development.
- Research experience examining reports, websites literature reviews, and if needed, one on one interviews and survey design, across disciplines and analysis of tools for emerging themes, commonalities, and differences.
- Comfort in both written and verbal communications abilities with strategic consideration for various audiences, internally and externally. (A final written report and presentation will be required to complete the internship.)
- Interest in philanthropy's role in addressing racial and rural equity, including curiosity for multiple disciplines/subjects within social change.
- Ability to self-direct an individual project while being able to take on time sensitive special initiatives in support of short term goals of Local Initiatives.
- Working knowledge of Survey Monkey, PowerPoint, Word, Excel and Outlook.
- Strong attention to detail and accuracy.
- Excellent interpersonal skills and ability to collaborate effectively with other team members and stakeholders, including ability to interview subject matter experts.

- Proven ability to maintain a high level of integrity and confidentiality in both internal and external relationships.

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 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 has 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.

TRAVEL

No travel required.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The work environment is an office setting with a designated office or workstation at the Margaret A. Cargill Philanthropies office in Eden Prairie, Minnesota. Candidates not currently located in the vicinity are required to relocate. We understand that relocation involves costs, and we offer a relocation allowance to assist eligible candidates in making a smooth transition.

- We practice a hybrid work schedule with the expectation that employees will work in-office 3 days per week with the option to work remote up to two days per week.
- There may be occasions where it is required to be in-office more than 3 days in a week or on a day normally scheduled as a remote workday, depending on the role.
- We also practice shared in-office workdays on Tuesdays and Wednesdays and shared work hours between 9 am-3 pm Monday-Thursday and 9 am-12 pm Friday.
- Occasionally, the person in this role may be required to adjust to time pressures and frequent changes. This role may require an irregular schedule.
- This position is primarily a sedentary role with an adjustable sit/stand desk.
- The person in this position needs to occasionally move about inside the office to access file cabinets, office equipment, attend meetings or events, etc.
- Occasional or intermittent physical activities may include bending, reaching, twisting, stooping, or climbing.
- 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.
- This role also frequently performs multiple tasks simultaneously and works closely with others as part of a team.

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.

COMPENSATION AND BENEFITS

MACP has identified compensation of \$21/Hr for undergraduate students and 32/Hr for graduate students.

*Stipend for relocation available for those relocating.

HOW TO APPLY:

Interested candidates should submit a cover letter and resume here:

<https://recruitcrm.io/apply/17068953071330039548uBi>

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.