



Margaret A. Cargill  
PHILANTHROPIES

# PROGRAM ASSOCIATE, ARTS & CULTURES

Margaret A. Cargill Philanthropies  
Eden Prairie, MN

KpCompanies is leading the search for the next Program Associate, Arts & Cultures. The Program Associate is responsible for providing administrative, program, grant, and evaluation support in partnership with the Program Director and Program Officers for the Philanthropy's work in our Arts & Cultures Domain. The Program Associate also supports the development of materials and meetings related to annual program reviews to the board.

## APPLICATION DEADLINE

Applications will be accepted until 9:00 pm on Friday, October 4th, 2024

*We encourage and appreciate early applications.*







## POSITION DESCRIPTION

**Do you want to be part of a team that supports arts and culture initiatives through strategic grantmaking? Join us as a Program Associate and make a difference!**

**Reports to:** Program Director

**Location:** Eden Prairie, Minnesota

**Website:** [www.macphilanthropies.org](http://www.macphilanthropies.org)

**Flexibility:** Hybrid, Remote up to 2 days/wk

**Job Type:** Full Time

## COMPENSATION

This is a hybrid role. MACP has identified a salary range of \$74,000-\$83,000 for this role. In addition to its compensation offering, MACP provides a comprehensive benefits package:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- FSA
- Life and AD&D Insurance
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- PTO
- 401(k)
- Retirement Wealth Accumulation Offerings
- Paid Parental Leave (up to 16 weeks)

### Equity & Salary Disclosure

We believe in practices that create real equity and pay parity regardless of background or identity. We freely discuss compensation with all qualified candidates the first time we interview them. Saving the salary discussion for the first conversation allows us to understand the needs of each candidate fully and to ensure that qualified candidates, even those who've historically been overlooked and/or underpaid, don't self-select out of the processes based on salary alone, as our experience and research suggest. In addition to those who opt out because they fear the salary may be out of reach for them, we equally don't want to miss out on conversations with candidates who are slightly over the range when in some cases, the total compensation, including factors such as bonuses, flexibility, and better health benefits, etc. may exceed expectations. Finally, as a search firm, we always seek top-notch talent to introduce to our clients. Should the salary or any other requirement not be a fit, there is often a chance that someone on our team is working on another position you may be a better fit for. If you would like to discuss your qualifications for this role and salary and compensation, call us, and we'd be happy to discuss.

## POSITION PROFILE | Program Associate, Arts & Cultures

### QUALIFICATIONS:

- Education: High school diploma or equivalent required; Associate or Bachelor's degree preferred.
- 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.
- The position involves sedentary work with an adjustable sit/stand desk, regular computer use, and occasional physical activities like bending or moving around the office to access equipment and attend meetings, while managing multiple tasks in a collaborative team environment.

## POSITION PROFILE | Program Associate, Arts & Cultures

### JOB RESPONSIBILITIES:

#### *Program Support*

- Support domain grantmaking calendar to help meet annual domain and organizational grantmaking goals.
- Assist with navigation of MACP's grantmaking systems, including Fluxx, Adaptive, Qlik and evaluation tools/resources, with applicants and grantees.
- Assist with organization of meetings and events on and off-site (convenings, site visits, team meetings, etc.).
- Prepare materials for and document the outcomes of regular team and Domain-level meetings.
- Assemble and organize high-quality grant and program materials and presentations for board meetings, including developing and editing certain documents.
- Research assigned topics and synthesize information in written summaries or in PowerPoint.
- Support other special projects and presentations.
- Assist other program associates as needed to help manage variation in workload across program areas and to provide backup coverage.

#### *Grant Administration and Evaluation Support:*

- Engage with applicants and grantees to facilitate timely and accurate completion of concepts, applications, grant agreements, annual reports, response-related periodic reports, and supplemental materials through MACP's grantmaking systems.
- Compile and maintain relevant and required grantee information in electronic 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 MACP Grants Management and Finance teams.

## ORGANIZATIONAL OVERVIEW

Founded by the late Margaret A. Cargill, MACP actively partners with capable organizations to make a lasting difference for individuals and communities, with particular attention to overlooked causes. MACP's combined assets (Margaret A. Cargill Foundation and Anne Ray Foundation) place us among the top ten foundations in the United States.

MACP develops and implements integrated grantmaking strategies across seven programmatic areas we call domains: Arts & Cultures, Disaster Relief & Recovery, Environment, Animal Welfare, Quality of Life, Teachers & Students, and Legacy & Opportunity.



**Margaret A. Cargill Philanthropies (MACP) supports efforts to enhance quality of life and prevent and relieve suffering of children, families, and older adults; preserve and promote the environment and the arts; and encourage the humane treatment of animals.**

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A background image showing several Red Cross volunteers in white vests with the Red Cross logo and text in Portuguese and Tetum. They are standing in a circle around a group of children who are sitting on the ground. The scene is outdoors on a paved area.

## OUR APPROACH

**Within our domains, our program strategies are anchored in compelling issues where we partner to make a meaningful, measurable, and sustainable difference in a defined period of time.**

We limit the number of issues we choose to address, set goals for the difference we wish to make on each one and allocate resources accordingly. We pay special attention to underserved or low-attention areas and causes and favor community-based, on-the-ground programs rather than policy initiatives or endowments.

We continually hone strategies within our domains, investing in evaluation efforts and making substantial learning grants to inform decision-making and program development.

Core to our approach is strengthening the effectiveness and capacity of our key grantee partners by investing in their leadership, management, and operational capabilities.

We believe the best way to make a lasting difference on issues we care about is by investing in long-term relationships with key grantees, strengthening our combined abilities to make a meaningful difference in the world. Because of this, we look to our key grantees as partners, and they help us shape what we do. We work with these partners to find solutions consistent with the objectives and values of our organization and theirs.

## DOMAINS

Our grantmaking reflects our mission, values, and Margaret Cargill's guiding principles.

### Our domains include:

- Animal Welfare
- Arts & Culture
- Disaster Relief & Recovery
- Environment
- Legacy & Opportunity
- Quality of Life
- Teachers & Students

Our grantmaking approach is rooted in direction from our founder and reflects our Philosophy of Grantmaking.

[LEARN MORE ABOUT OUR GRANTMAKING](#)



To live more fully into our philosophy of grantmaking, we adopted a DEIJ vision statement to guide our work; view it [online here](#).





## OUR IMPACT

- In 2022 alone, we awarded **341 grants**.
- That equates to **\$302 million** in 2022.
- MACP has celebrated over **\$3 billion in total, cumulative grantmaking** (2023 statistic).
- Committed over **\$11 million to new funding** in COVID relief to support BIPOC communities.
- **90+ countries** with grant activities.
- At year-end 2022, MACP's assets are approximately \$8 billion.

**“Our founder, Margaret Cargill, believed in supporting people and the communities where they live. The growth and evolution of our grantmaking strategies, while remaining grounded in donor intent, is at the heart of who we are as an organization.”**



# kpCOMPANIES EXECUTIVE SEARCH TEAM

Founded in 2001, kpCompanies is the number one source for finding top leadership talent across different industries. With scores of executives placed all around the country, kpCompanies has 6 Strategic, culturally competent, purpose-driven executive recruiters, along with a vast and diverse network of potential candidates to draw upon for your organization. Each recruiter specializes in providing diversity and more personalized executive search services to corporate clients in the Twin Cities and nationwide.



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FOUNDER & CEO



**TERRA CARBERT**  
MANAGING DIRECTOR



**JOELLE ALLEN**  
SVP CLIENT SERVICES



**AISHA BRANCH**  
HEAD OF MARKETING



**MAT PEISERT**  
RECRUITMENT CONSULTANT



**JON HEINEN**  
RECRUITMENT CONSULTANT



**NIDHI TYAGI**  
RECRUITMENT CONSULTANT



# CONTACT US

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kpCompanies has helped match exceptional talent with top companies since 2001. To learn more about kpCompanies and our services, visit [www.kpcompanies.com](http://www.kpcompanies.com)

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