

POSITION PROFILE

kpCompanies is leading the search for the Program Associate, Teachers & Students. 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 focused on supporting Post Secondary Student Success and the profession of Teaching.

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 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.

To learn more, please visit MACP's [Philosophy of Grantmaking](#).

JOB DUTIES AND RESPONSIBILITIES:

Program Support:

- 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 (site visits, team meetings, convenings etc.).
- Prepare materials for and document the outcomes of regular team and Domain-level meetings.
- Research assigned topics and synthesize the information in written briefs. Support other special projects and presentations.
- Handle correspondence with grantees and other external parties, including consultants, as assigned.
- Assist with high quality mapping and data visualization 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.

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 data.

TRAVEL

- Limited

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

COMPENSATION AND BENEFITS

MACP has identified a salary range of \$72,000- \$81,000 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, please see total rewards at <https://www.mac-philanthropies.org/careers/>

HOW TO APPLY

MACP has partnered with [kpCompanies](#) in this search. Interested candidates should submit cover letter, resume, and salary expectations (**PLEASE COMBINE RESUME AND COVER LETTER INTO 1 DOCUMENT TO UPLOAD**) no later than 9:00pm on Sunday, March 5, 2023. All submissions are received in strictest confidence.

You can apply by submitting your application online here:

<https://evoportalus.tracker-rms.com/kpCompanies/MyLite?id=1084>

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.

- In December 2021, we formally adopted a DEIJ Vision Statement to guide our work; view it online [here](#).