

Program Officer, Environmental

THE MARGARET A. CARGILL FOUNDATION

The Margaret A. Cargill Philanthropies is looking for talent! The MAC Philanthropies, currently located in Wayzata, MN, encompasses three different grant making organizations which are dedicated to providing meaningful assistance and support to society, the arts, the environment, and all living things. This exciting, fast-growing organization will be relocating to Eden Prairie in the fall of 2010, to accommodate its growth.

Job Purpose:

The Program Officer is responsible for developing and managing one or more grant-making subprograms of the Foundation's work in ecosystem conservation under the supervision of the Environmental Program Director, and assisting the Environmental Program Director, other Foundation staff, and trustees in building and managing an effective grant-making program. The desired impact of the Environmental Program is to enable local communities to sustain healthy ecosystems that perpetuate biodiversity and the ecosystem services that support human well-being. The Foundation's scope of interest is global, across all habitat types.

Job Duties:

- Work with the Program Director to develop, evaluate, and refine the program's guidelines, goals, and strategic plans. Serve as the lead manager of one or more subprograms as assigned.
- Work with grantees on all aspects of the grant-making process, including due diligence review of potential grantee organizations, developing realistic grant proposals that are within their capacity to deliver and within the Foundation's current funding plans, and developing strategies for new initiatives aimed at Foundation focus areas.
- Oversee active grants, track grantee progress, provide guidance and assistance to grantees, review and analyze grantee reports. Develop and use processes and technology to support efficient grant-making.
- In collaboration with the Director and the VP for Research and Evaluation, develop methods and systems for analyzing grant impact and effectiveness for the purposes of accountability and learning by the Foundation, individual staff members, grantees and peer organizations.
- Prepare written materials for Board and management review and prepare and manage requests for proposals.
- Monitor external issues and trends in assigned focus areas.

- Represent the Program at meetings, forums, and public presentations, as appropriate.
- Facilitate connections and partnerships across organizations and institutions working on shared issues, in coordination with the Director.
- Hire, train, and supervise staff as assigned.
- Research relevant topics as determined by the Program Director.

Education and Experience:

- Undergraduate degree required, graduate degree preferred in a related field.
- At least 5 years experience in grant-making, preferably in the conservation arena, and a demonstrated track-record of effective relationships with grantees and fellow funders. Demonstrated, strong skills in program development, management, and evaluation.
- Demonstrated commitment to the field of ecosystem conservation and a positive reputation as an effective collaborator with key stakeholder groups in this field.
- At least 5 years experience and strong content knowledge in conservation work beyond the U.S. Demonstrated ability to work effectively in a range of cultural settings. Fluency in one or more languages commonly used in international conservation—in addition to English—is desirable.
- Solid understanding of the technical and practical issues in one or more of the interest areas described above (marine, terrestrial, freshwater, climate change, environmental education).
- Strong project management skills including the ability to effectively manage time, meet multiple competing deadlines, quickly develop written materials, maintain a positive attitude under pressure, and manage budgets. Experience as a user of grant-management software and tracking systems (e.g., GIFTS).
- Strong interpersonal and written and spoken communications skills. Professional demeanor with proven ability to build collaborative relationships. Self-motivated and able to work independently.
- Supervisory experience.

Special Requirements:

Work takes place largely in typical office settings, but requires frequent and sometimes extended air travel. During field visits, the employee may occasionally be required to travel and live in wilderness or remote rural conditions, or to travel by boat or small aircraft in order to access points or people of interest.

Travel:

20-40%, including extended (2- to 4-week trips) international travel.

To Apply:

Qualified and interested parties should submit their resume, cover letter, and salary requirements to careers@macfoundation.org