

Program Officer, Native Arts & Cultures

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, MN in the fall of 2010, to accommodate its growth.

Job Purpose:

The Program Officer is responsible for developing, testing, implementing and monitoring program strategies and related, focused activities for the Native Arts & Cultures Program in collaboration with the Program Director of Arts & Cultures and to communicate these program strategies to board, staff, nonprofit organizations and foundations as necessary.

Job Duties:

- Work in collaboration with Program Director of Arts & Cultures on strategic development of the program areas
- Attend site visits in geographic regions such as, but not limited to Northwest (Oregon, Washington, British Columbia, Alaska), Southwest (Southern California, Arizona, New Mexico), and Upper Midwest (Minnesota, Wisconsin, North Dakota, South Dakota)
- Represent the Foundation to Native communities, to the public, and to colleagues in the field of Native Arts and Cultures
- Manage grantee relationships with diplomacy and sensitivity at all times and especially when implementing program concepts
- Promote partnership and a culture of learning among grantees
- Oversee active grants, review grant reports, monitor and evaluate progress of grantees, and provide clear communication and guidance to grantees
- Assist with board meeting preparations, travel to and participate in board meetings as requested
- Organize overview visits for Program Director and Foundation leadership
- In collaboration with the Program Director and the VP of Research and Evaluation, develop methods and systems for analyzing grant impact and effectiveness and determine relevance to the program's interest area
- Attend and host conferences as appropriate to the goals of the program
- Assist with the hire, train and supervision of program staff

Education and Experience:

- Graduate level academic degree in a related field or equivalent level of experience. Minimum requirement is an undergraduate degree with at least 5 to 7 years of direct experience working in the Native Arts field.

- Demonstrated experience with strategy development, goal setting and evaluation
- Specific understanding of master-apprentice dynamics in the arts and technical assistance for capacity building
- The desire and ability to travel extensively
- A strong understanding of progressive social change
- Experience in a nonprofit organization, a background in philanthropy or relevant academic credentials
- A solid understanding of nonprofit organizational structure and decision making processes for change
- A strategic thinker with an intellectual curiosity, research and networking skills and an exceptional ability to synthesize and analyze information
- Demonstration of high levels of cultural sensitivity, a polite and respectful approach, and a fit with Midwestern values and the Foundation's organizational culture.
- Strong oral and written skills
- Self-directed, organized, energetic, creative, accountable, and can handle multiple tasks
- Ability to work alone and as part of a team

Special Requirements:

- Understanding of the specific nature and challenges of 501 (c) 3 nonprofits in Native communities
- Extensive experience and comfort working with Native artists, intermediaries, and technical-assistance providers
- Experience and understanding of policy issues within Native Arts community, with an experienced capacity to advance program interests diplomatically in this area at local, regional and national levels
- Knowledge and familiarity of Native arts and cultures and the discernment to judge quality
- Experience in at least one of the geographic areas of program focus
- Excellent people skills and a track record of shown ability to develop trusted relationships within Native communities

Travel:

Up to 30%

Physical Demands:

- Required to sit for long periods of time
- Extensive computer use and use of a keyboard and mouse
- Ability to lift and/or carry up to 30 pounds

To Apply:

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