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Open Position: Administrative Specialist, Legal

Margaret A. Cargill Philanthropies, Eden Prairie, Minnesota

Search Partner: Grant-Shannon Staffing, Minneapolis, Minnesota

Application Deadline: August 5, 2024

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.

ABOUT OUR WORKPLACE

Our community of more than 115 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 also proud to offer a welcoming workplace that supports our employees' 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. For more information about MACP, please visit our website: www.macphilanthropies.org.

THE OPPORTUNITY

MACP is seeking candidates who share the organization's values and commitment to join our team as an Administrative Specialist, Legal.

This fulltime role provides legal administrative support to the General Counsel and Legal department. The position requires strong written and verbal communication skills, attention to detail, confidentiality, critical thinking, establishing priorities, meeting deadlines, and the ability to juggle multiple competing tasks and demands. Work also requires flexibility and coordination with other team members to accomplish overall team goals. This position is a member of the Legal Team, which engages with internal and external constituents to support the mission, programs, investments, and operations of the organization. This position has access and exposure to a wide variety of information, often confidential and sensitive in nature. The ability to protect this information with professionalism and discretion is a critical aspect of this role. This position reports to the General Counsel.

RESPONSIBILITIES

Provide clerical and administrative support to the General Counsel and Legal Team, including:

- Responsibility for managing General Counsel's calendar; keeping up to date and communicating about changes and conflicts; communicating to understand calendar priorities; ensuring appointments and meetings have the necessary attendees and technology support; coordinating with internal and external partners on scheduling logistics; and providing general maintenance and proactive monitoring of the calendar to meet priorities and keep days running smoothly.
- Support other Legal Team members' calendars by assisting with meeting scheduling and coordination.
- Prepare and complete expense reports for members of the Legal Team.
- Support invoice review and approval process.
- Manage team deadlines and support timely reporting and work product distribution.
- Maintain docket control systems to track legal filing and project deadlines.
- Prioritize and follow up on a range of incoming issues and concerns addressed to the legal department, including those of an urgent, sensitive, or confidential nature. Determine appropriate course of action, referral, or response; assist with gathering information and formulating response, as requested.
- Provide confidential administrative support to legal staff; may provide specific secretarial support to a particular legal specialty, such as nonprofit governance, intellectual property, employment, or investments.
- Build and maintain trusting relationships crucial to the success of the organization, including within the legal team, across internal functions, and with external partners, demonstrating leadership to maintain credibility, trust and support.
- Practice intercultural competency to communicate effectively and respectfully across different cultures and backgrounds.
- Exercise good judgment to prioritize conflicting needs; handle matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures.
- Enhance organization and department effectiveness and efficiencies through means of identifying and owning steps to improve processes.

ASSIST WITH PREPARATION AND MANAGEMENT OF DOCUMENTS, RECORDS, AND COMMUNICATIONS, INCLUDING:

- Establish, maintain, and organize files, correspondence, databases, records, certificates, and other legal documents.
- Use Microsoft Word to develop, revise, and format documents, records, and correspondence.
- Use Microsoft Excel to create and update spreadsheets, charts, and graphs.
- Use Adobe Acrobat and Microsoft PowerPoint to prepare documents and presentations.
- Use DocuSign and similar electronic signature platforms to manage electronic execution of documents consistent with applicable organization and department procedures.
- Update and index materials such as research, pleadings, records, and archive materials.
- Prepare, organize, and maintain legal files, documents, binders, and records, both electronic and paper.
- Prepare documents and labels to organize materials for meetings or recordkeeping.
- Format, transcribe, and proofread materials, correspondence, memoranda, minutes and written actions, resolutions, reports, and other documents or forms that may be confidential or protected by attorney-client privilege.
- Draft and prepare correspondence with internal and external partners.
- Assist in preparation and formatting of legal materials for board and committee meetings and governance recordkeeping.
- Coordinate assembly of other records and materials as requested.
- Save documents and maintain organized records in document management systems according to organization and department procedures.

PLAN AND COORDINATE TRAVEL, MEETINGS, MEMBERSHIPS, AND CONFERENCES:

- Plan and coordinate meetings, which includes: preparing, assembling, and distributing agendas, meeting materials, and other information in advance; manage site selection; make facility and meal/catering arrangements; ensure availability and setup of required technology before and during meetings; coordinate activities of vendors and/or meeting participants.
- Ensure all logistical aspects of meetings run smoothly; proactively handle issues and troubleshoot any emerging problems during meetings/events.
- Arrange domestic and international travel plans, itineraries, and agendas.
- Make room and guest travel arrangements, as needed.
- Track and maintain attorney license renewals, memberships, subscriptions, and Continuing Legal Education (CLE) registration and record management.

OTHER DUTIES

- Participate collaboratively in cross-functional teams and projects as assigned.
- Collaborate with team members to ensure that projects are executed effectively and efficiently.
- Routinely test whistleblower hotline.
- Provide back-up to other administrative professionals as necessary.
- 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.
- Other projects and duties as assigned.



CANDIDATE PROFILE

Outstanding candidates for the Administrative Specialist 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.

EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS

- High school degree or equivalent required, Legal Secretary certification preferred.
- At least three (3) years of professional administrative experience. Experience supporting multiple attorneys or working in a law firm or in-house legal department setting preferred.
- Strong organizational skills with a keen ability to both prioritize and tasks and handle multiple tasks simultaneously.
- Excellent attention to detail.
- Proven ability to handle confidential and sensitive information effectively and with complete discretion.
- Skilled at anticipating needs and proactively addressing those needs.
- Demonstrated history of calendar management experience.
- Excellent skills with Adobe Acrobat and Microsoft Office suite, including a comprehensive understanding of Microsoft Word (e.g., track changes, styles, and tables), Excel, PowerPoint, and Outlook.
- Experience preparing and filing legal and/or regulatory compliance documents.
- General knowledge of legal terminology and citations.
- Experience reviewing legal documents (memoranda, contracts, etc.) to ensure accuracy and completeness.
- Experience with SharePoint (or similar web-based collaborative platform) preferred.
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board and committee members, external partners, and others.
- Exceptional written and verbal communication skills.
- Demonstrated positive and proactive approaches to problem-solving with strong decision-making capability.
- Highly resourceful team-player, with the ability to also be effective independently.
- Demonstrated adaptability and resiliency to manage change and navigate ambiguity with flexibility and a learning mindset.
- Flexibility to occasionally work outside normal business hours, especially when Legal department is experiencing high volumes of work and may need additional support.
- Experience tracking and maintaining attorney license renewals, memberships, subscriptions, and Continuing Legal Education (CLE) registration and record management.

COMPENSATION AND BENEFITS

MACP has identified a salary range of \$74,000 - \$82,000 for this role. The actual starting salary 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 and include

- Competitive compensation
- Professional development benefits, including opportunities to participate in relevant membership organizations and external learning activities
- Tuition reimbursement for employees pursuing college or advanced degrees or a certificate.
- Strong medical, dental, and vision benefits for staff and their dependents with competitive monthly premiums and flexible spending accounts
- Reduced work week for all staff, with half-day closures on Fridays, year-round
- Minimum of four weeks of paid time off, in addition to a week-long year-end office closure
- Retirement programs, including 401(k) matching at 5%, with access to employer-paid financial planning resources
- In addition, the Organization may provide a discretionary contribution to employees' 401(k) plan that vests over a five-year period.
- Matching gift program for charitable donations
- Additional benefits such as an employee assistance plan, an onsite fitness room, paid parental leave,

TRAVEL

None anticipated

PHYSICAL REQUIREMENT 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.

- 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. This includes working in the office Tuesday and Wednesday and either Monday or Thursday; all employees work remote on Friday.
- 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 practice shared work hours between 9am-3pm Monday-Thursday and 9am-12pm 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 or overtime.
- 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 within an office environment.
- 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/print machine.
- This role also frequently performs multiple tasks simultaneously and works closely with others as part of a team.

APPLICATION PROCESS

To apply, please send your resume to connect@grantshannon.com with the subject line **MACP**.



Meet the team



Shari Hoffland Hietpas
Senior Consultant, Owner



Diana Kerr
Senior Consultant



Jean Arling
Senior Consultant



Jessica Vogel
Senior Consultant



Jennifer Strack
Senior Consultant



Jane Stuntebeck
Senior Consultant, Owner

MACP & GRANT-SHANNON STAFFING

MACP is thrilled to announce our collaboration with Grant-Shannon Staffing, a distinguished local recruiting agency founded and led by women since 2001. By engaging with one of their six dedicated, direct-hire recruiters, you can expect a proactive and personalized experience tailored to your career aspirations. This partnership between MACP and Grant-Shannon intentionally brings together the strengths of both enterprises. This relationship not only supports our shared mission to empower job seekers, but also strengthens our commitment to fostering thriving connections between talented individuals and local nonprofits. Grant-Shannon can't wait to hear from you!

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.