THE MCKNIGHT FOUNDATION  
POSITION ANNOUNCEMENT  
PROGRAM OFFICER – THE MISSISSIPPI RIVER

Background: Founded in 1953 and independently endowed by William and Maude McKnight, the Minnesota based family foundation has assets of approximately $2 billion and granted about $85 million in 2012. The McKnight Foundation concentrates resources in the arts, early literacy, the environment, the region and communities, neuroscience and crop research, and select efforts in Southeast Asia and East Africa. McKnight subscribes to the Minnesota Council on Foundations' “Principles for Minnesota Grantmakers.”

The Mississippi River Program:  
The goal of the Mississippi River program is to restore the water quality and resilience of the Mississippi River by restoring floodplains and wetlands, reducing agricultural pollution runoff, and achieving cross-boundary and interagency coordination. For more in-depth information on The McKnight Foundation and the Mississippi River program please visit The McKnight Foundation website at www.mcknight.org.

Position Purpose: The program officer for the Mississippi River program reports directly to the program director. This position is responsible for reviewing letters of inquiry and grant requests, conducting site visits and evaluating grantee capacity for success and for fit with funding criteria. Key to this work is to establish and maintain effective working relationships with grantees, key stakeholders, and other members of the Foundation staff.

Specific Responsibilities:

- Review letters of inquiry and grant proposals and make funding recommendations to the Foundation’s board of directors.
- Monitor the progress of grantee organizations and integrate knowledge from grantmaking experience back into program activities.
- Participate in grants administration by composing and processing grant-related documents and correspondence in a timely fashion.
- Present information about McKnight’s Mississippi River program at selected gatherings that will advance the goals and objectives of the program.
- Represent the Foundation on program related issues.
- Ensure compliance with grantmaking standards and legal requirements.

Knowledge, Skills, and Abilities:

- Knowledge of water quality restoration in general, agriculture, and public policies affecting water quality along the Mississippi river in particular.
- Ability to manage complex programs, involving cross-organization collaborations.
- Ability to work effectively and collaboratively across organizational functions.
- Ability to work collaboratively and respectfully with a variety of people and groups, particularly nonprofits and governmental organizations and policy and research institutions.
- Ability to analyze, question and identify key issues and use data to support conclusions.
- Ability to view issues and challenges from multiple dimensions and apply intellectual energy and creativity.
- Ability to prepare clearly written summaries and analysis.
- Ability to engage others and influence outcomes.
- Skill in bringing a group with diverse views to consensus.
Knowledge of governance and operations of nonprofit organizations.
- Ability to handle heavy workload and meet deadlines.
- Ability to communicate effectively interpersonally and in group presentations.
- Ability to communicate effectively verbally and in writing in English.

Required Education and Experience:
In addition to the above knowledge, skills, and abilities requirements, the ideal candidate for this position will also possess:

- A bachelor’s degree in environmental studies or a related field and a minimum of 7 years related full-time professional work experience in nonprofit, foundation, or government fields or a combination of equivalent education and experience.
- Experience working with a board of directors, preferably a family board, is desired.
- Experience dispersing resources to nonprofits through direct grantmaking, re-granting, or a similar process.

Personal Attributes Needed in this Position:
- Honesty, integrity, wisdom, initiative, and motivation.

Working Conditions and Physical Effort:
- Work is performed in a variety of settings including national travel up to 20% of the time.
- Regular operation of normal office machines (computer, copier, and fax) is required.
- There are some evening and weekend meetings or events required.

Submit cover letter and resume to:

The McKnight Foundation
via email to jobs@mcknight.org

Applications accepted through May 20, 2013