EXECUTIVE POSITION PROFILE

ORGANIZATION
McKnight Foundation

POSITION
Director of Talent, Total Rewards, & Culture

APPLICATION DEADLINE
September 16, 2022

We encourage and appreciate early applications.

COMPENSATION
$166,500 – $175,750

BRIEF
Ballinger | Leafblad is pleased to conduct this search for the McKnight Foundation, in Minneapolis, MN

CONTACT
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McKnight Foundation

ORGANIZATIONAL OVERVIEW

The McKnight Foundation, an internationally recognized family foundation based in Minnesota, advances a more just, creative, and abundant future where people and planet thrive. Established in 1953 by William and Maude McKnight, this fourth-generation family foundation is deeply committed to advancing climate solutions in the Midwest; building an equitable and inclusive Minnesota; and supporting the arts in Minnesota, neuroscience, and international crop research. The Foundation had approximately $2.8 billion in assets at the end of 2020 and on average grants about $90 million a year.

McKnight is a valued philanthropist and community leader in Minnesota, the broader Midwest, nationally, and internationally. Leveraging the organization’s track record, its ability to work in partnerships, and its willingness to experiment and explore, the Foundation sees many new impact and leadership opportunities ahead. Recognized for its pragmatism, McKnight aspires to make progress on several complex, ambitious challenges facing us today, in the coming decade, and beyond.

Learn more at http://www.mcknight.org/

MISSION

THE MCKNIGHT FOUNDATION, A FAMILY FOUNDATION BASED IN MINNESOTA, ADVANCES A MORE JUST, CREATIVE, AND ABUNDANT FUTURE WHERE PEOPLE AND PLANET THRIVE.
HISTORY

William L. McKnight and his wife, Maude L. McKnight, established the McKnight Foundation in Minneapolis in 1953. One of the early leaders of 3M, Mr. McKnight rose from assistant bookkeeper to president, CEO, and board chair in a career that spanned 59 years, from 1907 to 1966. His philosophy on employee initiative and innovation still guides many leading businesses today.

As an early leader of 3M, Mr. McKnight earned a reputation for spurring innovation and recognizing the creative potential in others—practices that live on at the Foundation. Their daughter, Virginia McKnight Binger, then set the standard for the Foundation’s work with her singular compassion and spirit of generosity. The current governing board includes actively engaged fourth-generation members of the McKnight family, with soon-to-be fifth-generation involvement, as well as community members who bring diverse perspectives.

Today, the McKnight Foundation works across many disciplines, sectors, and geographic boundaries. McKnight’s work supports communities in its home state of Minnesota and beyond, spanning several continents. Its diverse programs are united in a quest to improve our shared fate. The Foundation envisions a world that recognizes the dignity of every human being, a world where we celebrate the creativity of the arts and sciences and come together to protect our one and only Earth.

VALUES

**Stewardship** – Our deepest responsibility is to use all of our resources for mission impact. We deploy the Foundation’s resources in a transparent manner and seek to maximize our relevance, credibility, and effectiveness.

**Respect** – Authentic and mutually accountable relationships matter deeply to us. We equip ourselves with the intercultural competency mindset and skills to help us bridge differences of all kinds.

**Equity** – We embed an equity approach across the Foundation because we see it as mission critical. We align our policies, practices, and resources so that people have genuine opportunities to thrive locally and globally.

**Curiosity** – We value ongoing learning, and we look outward and reflect internally to discover opportunities for greater impact. It is only when we act with humility, ask big questions, and practice deep listening that we can open ourselves to new ideas and relationships.

CULTURE

The McKnight Foundation has earned national recognition for fostering a culture of collaboration, innovation, and inclusiveness that empowers its diverse teams to achieve the Foundation’s shared mission.

McKnight offers a high-trust, high-performing workplace culture that encourages continuous learning and improvement across a wide array of program interests. Our staff enjoy excellent benefits and appreciate the chance to take on meaningful work alongside caring, talented colleagues in a beautiful location.
VISION

THE McKNIGHT FOUNDATION ENVISIONS A WORLD THAT RECOGNIZES THE DIGNITY OF EVERY HUMAN BEING, A WORLD WHERE WE CELEBRATE THE CREATIVITY OF THE ARTS AND SCIENCES AND COME TOGETHER TO PROTECT OUR ONE AND ONLY EARTH.

PROGRAMS

McKnight advances climate solutions in the Midwest; advances an equitable and inclusive Minnesota; and supports the arts, international crop research, and neuroscience. To realize a future where people and planet thrive, McKnight is increasing its investments in two areas: advancing climate solutions and a more equitable and inclusive Minnesota.

Vibrant and Equitable Communities

Equity is one of the four core values in McKnight’s Strategic Framework. It is a value that we challenge ourselves to uphold in our internal policies and practices, and it is a value that guides the Foundation as we imagine the change we want to see in our broader society.

This deeply held value anchors the Vibrant & Equitable Communities program and guides its core tenets, which we define as:

**Power:** Minnesota’s communities act, partner, plan, and lead us toward a more vibrant, equitable future for our state.

**Prosperity:** All Minnesotans have the resources they need to thrive.

**Participation:** Minnesotans build bridges across lines of difference, collectively solve problems, and cultivate equitable and economically vibrant communities.

McKnight developed this program because we see equity as a powerful force multiplier that enriches the quality of life for all Minnesotans. We all benefit when we promote equitable opportunity and access for residents across Minnesota, especially those who have historically not fully shared in our state’s storied economic, educational, and civic success—such as Black Minnesotans, Indigenous communities, Minnesotans of color, and low-income Minnesotans.

**Arts**

The McKnight Arts program believes that Minnesota thrives when its artists thrive. As creators, innovators, and leaders, Minnesota’s working artists are the primary drivers of the state’s heralded arts and culture community. The McKnight Foundation invests in the arts and other sectors to support Minnesota’s working artists and advocate for the value of their work, which nurtures cultural identities, imagines solutions, and catalyzes social change.

**International**

The Collaborative Crop Research Program works on two continents to improve access to local, sustainable, nutritious food using collaborative research, adaptive learning, and knowledge-sharing with smallholder farmers, research institutions, government, and development organizations.

**Neuroscience**

The McKnight Endowment Fund for Neuroscience is an independent charitable organization established by the McKnight Foundation that works to bring science closer to the day when diseases of the brain and behavior can be accurately diagnosed, prevented, and treated.

**Midwest Climate & Energy**

The Midwest Climate & Energy program envisions a thriving, carbon-neutral Midwestern economy by transforming the energy system—through clean power, electrification of transportations and buildings, and carbon sequestration. Its work engages the region’s public and private leaders, decisionmakers, and residents in building low-carbon communities and economies that are vibrant, equitable, and resilient. In September 2019, McKnight announced an expansion of this program and a new goal to take bold action on the climate crisis by dramatically cutting carbon pollution in the Midwest by 2030.
DIVERSITY, EQUITY, AND INCLUSION STATEMENT

Imagine a world where every child recognizes the sacredness of their humanity. And every family has enough to eat, and a place to call home, no matter the color of their skin or the zip code of their birth.

Imagine how much higher we could soar in our arts and sciences if we realized that ingenuity comes from all quarters, and we sought out hidden assets.

Imagine if everyone could enjoy the bounty of the land that has sustained us for generations, and we could come together to preserve our one and only Earth.

Guided by this vision, the McKnight Foundation is committed to diversity, equity, and inclusion as core values.

**Diversity:** We appreciate and leverage our differences, and we involve and reflect the communities we serve.

**Equity:** We align our policies, practices, and resources so that people of all races, cultures, and socioeconomic statuses have genuine opportunities to thrive.

**Inclusion:** We create an environment in which everyone feels valued and respected.

This commitment is critical to deepening our relevance, credibility, and effectiveness, and it will strengthen our mission to advance a more just, creative, and abundant future where people and planet thrive. The civic and economic vitality of our home state of Minnesota, known as Mni Sota Makoce to the Dakota, depends on inclusive and equitable opportunities for everyone.

We see many ways to realize this vision as a funder, convener, thought leader, and as an employer, economic entity, and institutional investor.

In all we do, we seek to be conscious of and address the deeply entrenched practices, cultural norms, and decisionmaking structures that perpetuate inequities. Racial discrimination is a legacy of our nation’s painful history, and institutional racism and unconscious bias persist. Equity means receiving what one needs to succeed, as we are not all born with the same opportunities.

We approach our work on diversity, equity, and inclusion with courage and optimism—knowing it requires a sustained commitment. When we make mistakes along the way, we will adapt and continue to learn.

This work is our shared responsibility—and our shared opportunity—because what is at stake is nothing less than our shared fate.
POSITION PROFILE | DIRECTOR OF TALENT, TOTAL REWARDS, AND CULTURE

SUMMARY

The McKnight Foundation is in an exciting period of transition and growth, and seeks an agile human resources leader to support its forward momentum. Reporting to the Vice President of Finance and Operations (VPFO), the Director of Talent, Total Rewards, and Culture (Director of Talent) oversees the human resources department and focuses on supporting and enhancing the Foundation’s talent management programs, total rewards philosophy, and culture of high trust + high expectations. Areas of direct responsibility include, but are not limited to: recruitment, onboarding, performance management, learning and development, employee relations, and organizational effectiveness. The Director of Talent oversees the Compensation and Benefits Manager, who is responsible for payroll, benefits, HRIS, and compliance. As one of the leaders in the Foundation’s work on diversity, equity, and inclusion (DEI), the Director of Talent is a culturally competent, collaborative, and empathetic individual who embodies and supports the Foundation’s values of curiosity, respect, equity, and stewardship.

The Director of Talent serves as a member of the Operations Leadership Team which includes finance, human resources, information technology, reception, and facilities. This role collaborates across the Foundation, influences and supports change, builds understanding, and facilitates communication between leadership and staff. The Director of Talent effectively collaborates up, down, and across the Foundation to implement enterprise-wide programs and practices that attract, develop, and retain diverse, high-performing talent. This is a functional leader who seamlessly toggles between strategic thinking and tactical implementation. The ideal candidate is an experienced coach and seasoned manager with high emotional intelligence (EQ) and consensus-building skills. Qualified candidates will have broad generalist experience, within work cultures that are employee-centric, values-driven, fast-paced, and have progressive HR practices. Nonprofit experience is helpful, and familiarity with Foundations is a big plus. The Foundation’s 60+ current employees work in a hybrid environment, with three days per week in its Minneapolis headquarters. Located in the historic Mill City Museum complex, staff enjoy thoughtfully-designed space, proximity to parks and amenities, and stunning views of the Mississippi River.

MANAGEMENT RESPONSIBILITIES

Direct report: Compensation and Benefits Manager

ESSENTIAL RESPONSIBILITIES

Talent Acquisition

• Establish short- and long-term goals, and develop strategies and plans, to ensure that the Foundation’s talent acquisition practices align with its strategic framework and commitment to DEI goals.
• Consult on organization structure and partner with managers to design and develop accurate position descriptions.
• Develop position-specific, timely and effective recruitment strategies that leverage trends in technology and communications to reach and engage with prospective candidates.
• For internally led processes, work with the communications team and hiring manager to develop and execute strategies to source a diverse pool of highly qualified candidates. For externally-led processes, act as primary point of contact for search firm.
• Support hiring manager to vet applicants and bring forward a diverse slate of qualified candidates.
• Develop interview questions to explore candidate’s technical, communication, conflict resolution, and intercultural competency skills.
• Provide training for interview team members on effective, legal, and unbiased interviewing techniques. Serve as a member of the interview team for assigned positions.
• Collaborate with the HR team and hiring managers to develop and implement an enterprise-wide onboarding program that centers the culture with shared understanding the Foundation’s strategic direction, goals, and values.

Talent Management and Development
• Ensure that performance management and pay practices are effective and consistent across the Foundation.
• Collaboratively develop an enterprise learning and development program that integrates with performance feedback cycles and supports the Foundation’s commitment to continuous learning, leadership development, professional growth, and organizational effectiveness.

Total Rewards
• Ensure the Foundation’s Total Rewards strategy aligns with the Foundation’s values and effectively supports recruitment, retention, and development of a diverse, effective, and engaged staff.
• Develop and implement a communication strategy to ensure all leadership, staff, and prospective candidates understand the value of the Foundation’s Total Rewards package.
• Oversee and support the Compensation and Benefits Manager’s compliance and reporting responsibilities, which include:
  o completing annual salary and benefit surveys,
  o engaging with the Total Compensation Consultant to review benchmarks and make recommendations for annual budget,
  o ensure that all aspects of Total Rewards are administered in a timely and effective manner, and
  o staying informed on changes to all applicable workplace laws at the local, state, and national level, and ensuring the Foundation is in compliance.

Leadership and Culture
• Fosters an inclusive, collaborative and transparent culture of trust in which colleagues feel valued and recognized as vital to advancing the Foundation’s mission, and are encouraged to grow professionally.
• Demonstrates high emotional intelligence and insight to effectively build consensus and lead change through influence versus authority.
• Coaches and mentors managers, providing clarification and guidance on supervisory responsibilities.
• Serves as a confidante, truth-teller, and trusted thought partner to executives and peers in senior leadership.
• Participates on the Operations Leadership Team as a strategic thought leader who can imagine possibilities as well as anticipate risks and strike a balance between the two.

DESIRED QUALIFICATIONS

Education and Experience
• Bachelor’s degree or equivalent experience and training.
• 10+ years of professional work experience in the field of HR in positions of progressive responsibility, including 5+ years of management experience.
• Broad HR generalist background and working knowledge of the primary HR practice areas (talent acquisition, organizational design, learning and development, organizational effectiveness, and total rewards.)
• Proven track record of supporting a diverse, equitable, and inclusive work environment, demonstrating a high degree of cultural competency, and building productive working relationships.
• Functional/working knowledge of human resources information system (HRIS) databases and applicant tracking systems (ATS). Familiarity with Paylocity and/or ApplicantPro is a bonus.
• Experience in the nonprofit sector is helpful, or a similar values-driven work culture. Knowledge of foundations and the philanthropic sector is ideal.

Knowledge, Skills, and Abilities

• Ability to assess, develop, implement, and support streamlined, technology-enabled HR systems, practices, and policies that enable transparent communication, optimize efficiency, facilitate growth, and align with a culture of high trust + high expectations.
• Knowledge of current job market trends, future workforce predictions, and competitive recruitment practices (nonprofit and/or philanthropic sectors a plus.)
• Previously-demonstrated success leading talent acquisition strategies and practices that meet the needs of a dynamic, high performing, mission-driven organization.
• Current knowledge of relevant employment laws at the local, state, and federal levels.
• Ability to build trust and maintain productive, collaborative working relationships, and to represent the McKnight Foundation to internal and external stakeholders.
• Skill in developing and managing budgets including compensation and benefits.
• High EQ, cultural competency, and strong active listening skills. Willingness to engage others in building competency around DEI.

LEADERSHIP COMPETENCIES

Foundation-wide Competencies: Collaboration, Communicates Effectively, Manages Complexity, Builds Networks, Being Resilient, Drives Results, Strategic Mindset, Instills Trust

Position-specific Competencies: Attracts Top Talent, Develops Talent

COMPENSATION AND BENEFITS

The salary range for this position is $166,500 – $175,750. Compensation includes generous time off, professional development, and participation in the Foundation’s comprehensive benefits plan.

EQUAL OPPORTUNITY EMPLOYER
The McKnight Foundation is an equal opportunity employer and proudly values diversity. Candidates of all backgrounds are encouraged to apply. As an employer, McKnight has the opportunity and responsibility to embed equity across its policies and practices—in how teams are hired, trained, developed, and supported, and in how the organization crafts its culture.

President Tonya Allen heads an all-women senior leadership team who are majority people of color. In addition, McKnight has increased diversity at every level and in every department across the Foundation. This didn’t happen by chance. It required actively recruiting candidates from a variety of backgrounds and valuing their skills and lived experiences in addition to specific academic degrees or other formal credentials. McKnight’s team has a wealth of diversity in perspectives, backgrounds, and lived experiences to advance the Foundation’s mission.

COVID-19 VACCINATION POLICY

For the protection of everyone entering our spaces, as of January 1, 2022, McKnight Foundation requires all employees, contractors, and vendors entering McKnight offices to be fully vaccinated for COVID-19 or have a negative COVID-19 test within 72 hours of entering our space. All new hires will be asked to comply with the vaccine policy.

TO APPLY

Please apply to this position through McKnight’s website: https://www.mcknight.org/careers/ Please upload both a resume and cover letter.

Inquiries may be directed to Jen Hanlon Ash: jen@ballingerleafblad.com.

Applications will be accepted until September 16, 2022. There will be an immediate and ongoing review of candidates, so we encourage and appreciate early applications. All inquiries will remain confidential.
COMMUNITY INFORMATION

The Twin Cities metro area includes Minneapolis, Saint Paul and the surrounding suburban area. Making up the 14th largest metropolitan area in the country, it is a unique blend of a small town and major cosmopolitan hub. Both urban cores boast a thriving business atmosphere. Saint Paul, as the state capital, is home to state government and has a more historical vibe. Minneapolis is the larger and more commercial of the two cities.

Separated by the Mississippi River, both cities share a common root of being river towns - and the great outdoors are still a major attraction for residents and visitors alike. There are over 100,000 acres of parks, walking and bike paths, and other outdoor spaces.

Outside of the central downtowns, however, both cities have many distinct neighborhoods, and residents identify more with their individual communities than with the larger city as a whole. The area has a diverse range of neighborhoods and homes, with an atmosphere of a small town feeling with the conveniences and cultural hallmarks of a big city.

The Twin Cities offer something for everyone, from six professional sports teams to a robust theater and arts scene. There is a thriving “foodie” culture offering award-winning restaurants (several chefs have been regional James Beard Award winners). Shopping is plentiful with area malls and unique shopping districts in both cities and in the suburbs.

Nearly every weekend in the summer there are several outdoor events for participants and spectators—triathlons, biking races, marathons, boat races, water skiing competitions, golf tournaments including several PGA tournaments. Winter is also celebrated with events such as the Saint Paul Winter Carnival, the City of Lakes Loppet Winter Festival and the U.S. Pond Hockey championships. And for those who want to get away from it all, ice fishing and snowmobiling are popular Minnesota pastimes.

RESOURCES

Meet Minneapolis | https://www.minneapolis.org/
Saint Paul | https://www.stpaul.gov/
Greater MSP Partnership | www.greatermsp.org
Saint Paul Convention & Visitors Bureau | https://www.visitsaintpaul.com/
Saint Paul Chamber of Commerce | https://www.stpaulchamber.com/
Minneapolis Park & Recreation | https://www.minneapolisparks.org/
Minnesota Compass | http://www.mncompass.org/

3.6M Population of Greater MSP Region
60+ Museums in the Metro Area
300 Parks
1,750 Regional Lakes
Thriving Arts & Cultural Districts
1,000+ Miles of Bike Trails