



Mellon Foundation

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Manager of Strategic Initiatives
and Planning

New York, NY



Background

The [Mellon Foundation](#) (“Foundation”) is a not-for-profit, grant making organization that believes that the arts and humanities are where we express our complex humanity, and that everyone deserves the beauty, transcendence, and freedom to be found there. Through its grants, the Foundation seeks to build just communities enriched by meaning and empowered by critical thinking, where ideas and imagination can thrive. The Foundation makes grants in four core program areas—Higher Learning, Public Knowledge, Arts and Culture, and Humanities in Place—and through its signature Presidential Initiatives. The Foundation seeks a Manager of Strategic Initiatives and Planning for Presidential Initiatives.

The Presidential Initiatives portfolio includes three defined initiatives:

- The Monuments Project, a five-year, \$250 million commitment to transform the United States commemorative landscape;
- A multi-year effort to build sustainable cultural infrastructure in Puerto Rico, through which we have made over \$50 million in grants since 2018; and
- Imagining Freedom, our newest initiative, which seeks to harness the power of the arts and humanities to counter the dehumanization, isolation, and invisibilization of the country’s criminal legal system so that we can together imagine new approaches to harm.

The Office of the President also shepherds a handful of exploratory or discretionary grants each year.

Position & Responsibilities

The Manager of Strategic Initiatives and Planning (MSIP) for Presidential Initiatives will be a strategic thinker and high-level project leader and manager for the Foundation’s Presidential Initiatives. Reporting to the Director of Presidential Initiatives and Chief of Staff (DPICOS) and working closely with the DPICOS, the President, the broader Presidential Initiatives team, and colleagues across the Foundation, they will be instrumental in the shaping, implementation, monitoring, management, and evaluation of ongoing and new grantmaking initiatives. In addition, the MSIP will represent the Presidential Initiatives team in internal and external engagements relevant to the team’s grantmaking and strategic work.

Strategy and Leadership

- Work closely with the DPICOS, President, and PI team to facilitate strategic planning for Presidential Initiatives, including by managing the assessment of grantmaking against existing strategies, the refining of previously articulated strategic plans, and the identification of priorities and plans for each year’s work.

- Liaise with the Office of the EVP for Programs and other program staff regarding strategic direction, learning opportunities, strategies for year-end budget overages, board presentations, town hall program updates, and other internal program communications.
- Serve as the DPICOS's representative and in own capacity on cross-Foundation committees and task forces as assigned.

Program and Budget Management

- Envision, research, structure, and facilitate evaluation processes for the presidential initiatives, including creating and managing project plans and timelines, identifying and assessing potential consultants, and coordinating with outside consultants and internal stakeholders.
- Provide research support to Presidential Initiatives grantmaking, including regarding substantive areas relating to grants.
- Manage Office of the President operational budget and Presidential Initiatives grantmaking budget, liaising with the office of the Executive Vice President for Programs, grant accounting, finance, and other Foundation departments as needed.
- Manage relationships with consultants providing services and support to the Presidential Initiatives.
- Actively participate in the development of select exploratory grants out of the President's Office, working closely with grantees in the preparation of proposals and managing post-award relationship.

Administration

- Structure and facilitate annual presidential initiatives planning retreat and manage implementation of decisions and plans made there.
- Using PowerBi and other tools, manage data and conduct research and analysis concerning Presidential Initiatives grantmaking, and prepare presentations regarding same for the DPICOS, President, team, and others.
- In partnership with the DPICOS and others on the Presidential Initiatives team, create presentations and other reports for the Board of Trustees regarding presidential initiatives grants.
- Assist in drafting grant recommendations and other program-related materials for select exploratory grants and as otherwise assigned.
- Help plan effective convenings of grantees and other stakeholders
- Track important internal program-related deadlines.
- Help maintain a work environment that is collegial, outcomes-oriented, and efficient.

Desired Qualifications

Experience

- At least seven years professional experience, including staff management
- Master's degree or higher in an academic discipline related to higher education, the humanities, arts, public policy, business, or law
- Experience developing strategic plans for new or existing initiatives in a foundation, NGO, institution of higher education or culture, or similar organization

- Demonstrated project leadership and management experience and expertise
- Demonstrated commitment to social justice and previous engagement in the arts and humanities
- Operational experience, including budget management
- Demonstrated capacity to influence, negotiate, and facilitate processes in a collegial manner
- Familiarity with the grantmaking process

Skills

- Exceptional oral, written, and visual communication and presentation skills, including public speaking
- Ability to think nimbly, and connect ideas and practices across sectors and fields of knowledge
- Demonstrated ability to work independently in a fast-paced environment, effectively structure projects, and prioritize time and task sequences
- Superior organizational and resource management skills
- Well-developed empathy, emotional intelligence, and interpersonal skills
- Facility with communications strategy and digital and social media
- Proficiency in MS Office Suite, Monday (or similar), and PowerBi (or similar) is required. Familiarity with grant management software such as Fluxx is a plus.
- Spanish language proficiency desired

Key Competencies

- **Strategic Mindset** – Seeing ahead to future possibilities and translating them into breakthrough strategies.
- **Plans & Aligns** – Planning and prioritizing work to meet commitments aligned with organizational goals.
- **Manages Workflow** – Providing direction, delegating, and removing obstacles to get work done.
- **Optimizes Work Processes** – Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement.
- **Manages Complexity** – Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems.
- **Collaborates** – Building partnerships and working collaboratively with others to meet shared objectives.

Benefits and Compensation

Mellon Foundation is committed to providing compensation that is competitive and equitable within the philanthropic sector. The estimated salary range is \$165,000 - \$185,000. The amount of pay offered will be determined by a number of factors, including but not limited to qualifications, unique skills, credentials or experience that is expected to impact the candidate's contribution to the role. We will also consider market data as well as the Foundation's internal pay equity framework. Mellon offers a generous total reward package



that provides base salary as well as a comprehensive benefits program.

Mellon maintains a hybrid work schedule, with three days/week in person at the Foundation's Manhattan offices. This position requires a willingness to travel and/or work outside typical business hours.

Application Requirements and Search Process

DRG is conducting this search on behalf of Mellon. Interested candidates should submit, as soon as possible, materials including the following:

- A cover letter indicating why they are particularly interested in and qualified for the position
- A current resume
- A list of references (references will not be contacted until the finalist stage of the search)

Application Deadline: March 20, 2023

Start date: Spring 2023

This position description is based upon material provided by The Andrew W. Mellon Foundation, an equal opportunity employer. Mellon is committed to attracting, developing, and retaining exceptional people.

To apply for this position, please click [HERE](#).

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