



# Mellon Foundation

Mellon Foundation

Senior 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 Senior Manager of Strategic Initiatives and Planning for the Office of the Executive Vice President.

## Position & Responsibilities

The Senior Manager of Strategic Initiatives and Planning (SMSIP) in the office of the Executive Vice President for Programs will be a strategic thinker, thought partner, and high-level project manager for the EVP, President, and Program Leaders of the Foundation. They will be a senior member of the EVP’s team and assist him in the shaping and implementation of ongoing and new initiatives that sustain and renew the Foundation’s directions in grantmaking and research. The Senior Manager of Strategic Initiatives and Planning will coordinate convening and communications that extend these initiatives into the communities involved in this work, and serve as a critical resource to the Foundation leadership and colleagues across the organization. Reporting to the EVP, they will represent the EVP in internal and external engagements to communicate the Foundation’s strategic directions, programmatic activities, and values and aspirations. In collaboration with the EVP, they will help shape, implement, monitor, manage, and evaluate ongoing and new grantmaking initiatives.

## Strategy and Leadership

- Working closely with the EVP, President, and relevant program leaders and staff on strategic visioning for the Foundation’s programs
- Assist the EVP in decision-making, organizational design/development, program management, and initiative implementation as it relates to the overall strategic direction of the Program; including working with Arts and Culture, Humanities in Place, Higher Learning, and Public Knowledge teams on shared learning opportunities, developing strategies for year-end budget overages, and collaborating with the Office of the President on Presidential Initiatives, Board presentations, Town Hall updates, and other internal Program communications
- Where appropriate, co-author, with the EVP and/or other program staff, reports on the Foundation’s strategic priorities
- Represent the EVP and the Foundation in meetings with potential grantees and consultants on specific initiatives

- Initiate grant development in specific areas of grantmaking related to the strategic initiatives and lodged in the EVP's office, including the intersection between Mellon's mission and civil access to justice
- Serve as the EVP's representative and in own capacity on cross-Foundation committees and task forces as needed

### Program Management

- Help plan effective convenings of grantees and other stakeholders in the Foundation's strategic initiatives
- Liaison between: (1) Program and OGCS and work towards optimizing efficiency and productivity; (2) Program and Communications to develop strategic alignments and efficient workflow; including collaborating on storytelling as it relates to grantees, streamlining deadlines, and developing projects that serve both departments
- Oversee strategic initiatives from development through successful execution under the guidance of the EVP and Program Leaders; including helping realize large, cross-program initiatives, developing new pathways for the Foundation to advocate for the sector and new methods of supporting grantees that go beyond 501c3 grant-making
- Monitor grantee performance, including careful review of all reports, financial information, and other communication with directors and primary investigators, and execute appropriate follow-up
- Actively participate in the formulation of new proposals for funding, including advising grantees in preparation and revision of the narrative and financial components of proposals

### Operations

- Develop documentation protocol and timelines for strategic planning and implementation of new directions for the Foundation's programs
- Support/collaborate with the Director of Program Learning and Evaluations in the development of measurement tools and opportunities for program staff learning
- Help maintain a work environment that is collegial, outcomes-oriented, and efficient

### Administration

- Liaise with members of the President's staff about shared initiatives and communications
- Liaise and collaborate with program staff who manage grants related to our key strategic initiatives
- Carefully review grant reports and requests for modifications, extensions, and transfers, correspond with grantees about deficiencies, alert program colleagues to unresolved difficulties, and take appropriate actions
- Assist in drafting grant recommendations and other program-related materials

## Desired Qualifications

### Experience

- 7-10 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 new initiatives and managing change in a foundation, NGO, or institution of higher education or culture
- Demonstrated project leadership and management experience and expertise
- Operational experience, including budget management
- Familiarity with the grantmaking process

### Skills

- Ability to think nimbly, and connect ideas and practices across sectors and fields of knowledge
- Exceptional oral, written, and visual communication and presentation skills, including public speaking
- Demonstrated capacity to influence, negotiate, and facilitate processes in a collegial manner
- Superior organizational, project, and resource management skills
- Demonstrated ability to work independently in a fast-paced environment, effectively structure projects, and prioritize time and task sequences
- Well-developed empathy, emotional intelligence, and interpersonal skills
- Facility with communications strategy and digital and social media
- Technological savvy, and proficiency in MS Office Suite as well as grant management software such as Fluxx

### Key Competencies

- **Strategic Mindset** – Seeing ahead to future possibilities and translating them into breakthrough strategies.
- **Manages Ambiguity** – Operating effectively, even when things are not certain, or the way forward is not clear.
- **Decision Quality** – Making good and timely decisions that keep the organization moving forward.
- **Resourcefulness** – Securing and deploying resources effectively and efficiently.
- **Communicates Effectively** – Building partnerships and working collaboratively with others to meet shared objectives.
- **Instills Trust** – Gaining the confidence and trust of others through honesty, integrity, and authenticity.

## Benefits and Compensation

Mellon Foundation is committed to providing compensation that is competitive and equitable within the philanthropic sector. The estimated salary range for this role is \$185,000-\$210,000. 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 27, 2023

Start date: Spring/Summer 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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Jennifer Fleischer, Senior Talent Consultant, [jfleischer@drgtalent.com](mailto:jfleischer@drgtalent.com)

Ami Abramson, Partner, [aabramson@drgtalent.com](mailto:aabramson@drgtalent.com)

Henry Greenblatt, Associate, [hgreenblatt@drgtalent.com](mailto:hgreenblatt@drgtalent.com)

