



Mellon Foundation

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Manager of Strategic Initiatives and Planning
Arts and Culture

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 Arts and Culture.

Position & Responsibilities

The Manager of Strategic Initiatives and Planning (MSIP) for Arts and Culture will be a strategic thinker and thought partner for the Program director. Reporting to the Program Director of Arts and Culture and a senior member of the Program Director’s team, the MSIP will assist the Director in shaping the vision and implementing ongoing and new initiatives within Arts and Culture. Both internally and externally, the MSIP will coordinate convenings and draft communications and serve as a critical resource to members of the Arts and Culture team. In addition, the MSIP will represent the Arts and Culture team in internal and external engagements relevant to the team’s strategic direction, programmatic activities, and grantmaking work.

Administration

- Develop documentation protocol and timelines for strategic planning and implementation of new directions for Arts and Culture programs.
- Work with the Program assistants in relation to grantmaking and grant tracking.
- Act as liaison with the Chief of Staff, Executive Vice President, and other Program Directors to ensure alignment between Arts and Culture priorities and those of the Foundation.
- Using PowerBi and other tools, manage data and conduct research and analysis concerning Arts and Culture grantmaking, and prepare presentations regarding same.
- Help plan effective convenings of grantees and other stakeholders.
- Help maintain a work environment that is kind, outcomes-oriented, and efficient.

Program and Budget Management

- Investigate, report upon, and, where appropriate, manage exploratory grant-making opportunities that may include programs focused on the intersection of the arts and social impact, digital experiences, cultural diplomacy, diversity, equity, and inclusion, and/or community vitality.
- Assist the Program Director in the development of budgets for the programs and strategic initiatives and in tracking of strategic initiative expenditures.

- Manage the Arts and Culture operational budget and the Arts and Culture grantmaking budget, liaising with the office of the Executive Vice President for Programs, grant accounting, finance, and other Foundation departments as needed.
- Envision, research, structure, and facilitate evaluation processes for the Arts and Culture grants, including creating and managing project plans and timelines.
- Provide research support to Arts and Culture grantmaking, including regarding substantive areas relating to grants.

Strategy and Leadership

- Work closely with the Program Director and Arts and Culture team to facilitate strategic planning for Arts and Culture, 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.
- Assist the Director in preparation for meetings and conferences focused on matters of strategic concern for Arts and Culture.
- Serve as the Director's representative and in own capacity on cross-Foundation committees, task forces, and in meetings with potential grantees and consultants on specific initiatives.
- Partner with the office of communication to develop clear, consistent, and effective communications about Arts and Culture.

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, arts organization, 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.
- Kind and humble

Key Competencies

- **Strategic Mindset** – Seeing ahead to future possibilities and translating them into breakthrough strategies.
- **Drives Vision & Purpose** – Painting a compelling picture of the vision and strategy that motivates others to action.
- **Demonstrates Self-Awareness** – Using a combination of feedback and reflection to gain insight into personal strengths and weaknesses.
- **Instills Trust** – Gaining the confidence and trust of others through honesty, integrity, and authenticity.
- **Manages Workflow** – Providing direction, delegating, and removing obstacles to get work done.
- **Plans & Aligns** – Planning and prioritizing work to meet commitments aligned with organizational goals.

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 is an equal opportunity employer and 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: May 15, 2023

Start date: 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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