



# Chief of Staff, Office of the President

**Mellon Foundation**

New York, NY

**Salary: \$270,000-\$300,000**

## BACKGROUND

### The Organization

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.

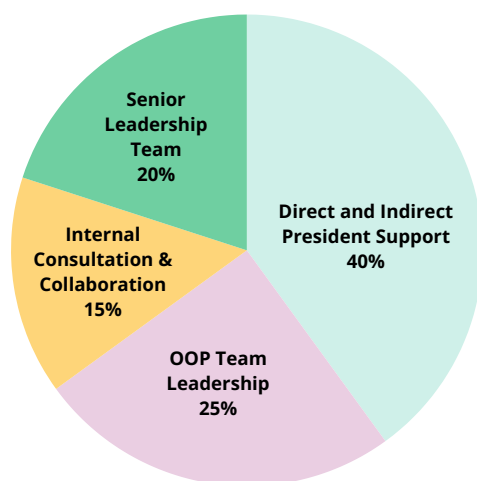
### The Position

The Foundation seeks a strong administrative and strategic leader to partner with the President and lead the Office of the President team. Reporting jointly to the Chief Operating Officer and the President, the Chief of Staff will oversee and coordinate the administrative functions of the President's office; provide support to and partner with the President and the COO to facilitate the Foundation's Senior Leadership Team; provide leadership and guidance to the Office of the President (OOP) team, fostering staff effectiveness, strategic orientation, and professional development; and plan, manage, and execute high-level strategic initiatives and special projects. The Chief of Staff will help the President prioritize and make best use of her time, provide strategic and analytical support to the President, advise the President on day-to-day operations, and help the OOP and extended senior team to function as effectively as possible. The Chief of Staff is also responsible for the planning of high-visibility presidential events and initiatives, including (in partnership with OOP staff) programmatic aspects of meetings of the Foundation's Board of Trustees; for managing the Foundation's Fellows program (with administrative support); and for creating and managing the OOP annual operating budget.

The Chief of Staff supervises the President's two senior executive assistants (with a dotted line to the President), the Manager for Presidential Special Projects and Research, the Briefings and Logistics Coordinator, and an executive assistant who supports the Chief of Staff and the OOP team. The Chief of Staff is a hybrid position with an expectation to be in the office Tuesday thru Thursday, and present at events and available for travel as needed at other times. This is an excellent opportunity for a highly-organized, cool-headed, seasoned professional with exceptional EQ, who is strategic and action-oriented, enjoys working in a collaborative and fast-paced environment, and wishes to have a positive impact on a dynamic institution.

## Strategic Leadership and Support

- Oversee Presidential special projects, including content for Trustee meetings, certain special events, internal intellectual life events, and other, often cross-functional, projects.
- Provide strategic counsel to the president and relevant OOP colleagues regarding requests for appearances and appointments and the appropriate use of the President's time; identify the objectives for the President's meetings and engagements; ensure that the President is fully prepared for these meetings; and manage follow up from those meetings and engagements.
- Work collegially across the team to develop, and coordinate the creation and implementation of strategies, goals, objectives, and processes across the OOP.
- Draft correspondence, talking points, and presentations for the COO and the President and communicate directly in writing or orally on their behalf.



## Management and Operations

- Oversee OOP core administrative functions, including the President's scheduling and travel and briefing materials.
- Lead, create timelines and processes for, and manage key OOP or cross-functional projects relating to the President's individual priorities.
- Liaise with legal, finance, and other internal departments on high-level or sensitive questions relating to the President's appearances, travel, etc.
- Envision, convene, plan agendas for, and lead weekly OOP administrative team meetings.
- Lead annual planning for the OOP, including through any team retreats.
- Set and manage the OOP annual operating budget.
- Staff President for internal and external meetings, as requested.
- Facilitate and administer the Foundation's Fellows program.
- Support the planning and operation of meetings and retreats for the Senior Leadership Team; facilitate and manage key SLT projects and timelines; develop meeting and retreat agendas; oversee preparation and timely distribution of materials; and manage meeting logistics.

# THE IDEAL CANDIDATE

The ideal candidate for the COS position possesses the following key competencies:

<b>Interpersonal Savvy</b> Relating openly and comfortably with diverse groups of people	<b>Strategic Mindset</b> Seeing ahead to future possibilities and translating them into breakthrough strategies.	<b>Instills Trust</b> Gaining the confidence and trust of others through honesty, integrity, and authenticity
<b>Situational Adaptability</b> Adapting approach and demeanor in real time to match the shifting demands of different situations.	<b>Manages Ambiguity</b> Operating effectively, even when things are not certain, or the way forward is not clear.	<b>Ensures Accountability</b> Holding self and others accountable to meet commitments.

## Desired Qualifications

### Experience

- A Bachelor's degree is required; a graduate degree in public or business administration or related fields is a plus.
- 10+ years of progressively responsible experience in organizational administration, ideally within philanthropy, higher education, government, or in a mid-size or larger nonprofit organization—or the equivalent combination of education and experience.
- Meaningful experience supporting an executive-level or C-suite office and working closely with a principal with high visibility internally and externally.
- A proven record of managing office operations and staff, budgets, planning and implementing special projects, and activities.
- Demonstrated proficiency in developing, implementing, and interpreting policies and processes, assessing them, and revising them as appropriate.

### Skills

- Practical, problem-solving orientation and the ability to maintain calm when under stress.
- Strategic mindset with skill at analyzing and improving existing processes and creating new processes when needed.
- Impeccable tact and judgment and a high level of professional integrity; discretion in handling confidential materials and situations.
- Excellent written and verbal communication skills; ability to transform ambiguity into clarity and to synthesize and clearly present information for a quick turnaround.
- Political acumen and sensitivity; comfort interacting with and drafting communications for CEOs and institutional leaders, scholars, artists, and other luminaries, as well as with support teams and more junior staff.

## THE IDEAL CANDIDATE (cont.)

### Skills (cont.)

- Top-notch organization and the ability to multitask, advancing projects on multiple timelines at once.
- Demonstrated ability to work alongside colleagues at all levels respectfully and inclusively to foster an environment that promotes employee engagement and recognizes their contributions.
- Ability to model a commitment to giving and receiving feedback, personal growth and development, and to nurturing the talents of others through strong mentoring, coaching, and team building.

### Personal Characteristics

- Approachable, optimistic, and intellectually curious with personal warmth, generosity of spirit, and a can-do attitude.
- Keen emotional intelligence and low ego.
- Understanding of and commitment to the arts, humanities, and culture, and to social justice; familiarity with mission-driven organizations.
- Comfort working with colleagues across difference and desire to be part of—and to help build—an inclusive workplace with an organizational culture defined by curiosity, interest in and care for each other, rigor and excellence, and commitment to mission.

## COMPENSATION AND BENEFITS

### Salary

Salary: \$270,000 – \$300,000

Mellon Foundation is committed to providing compensation that is competitive and equitable within the philanthropic sector. 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.

## TIMELINE AND NEXT STEPS

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:** October 22, 2024

**Start date:** Fall/Winter 2024/2025



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.

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