



Director of Operations

Mellon Foundation

New York, NY

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

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.

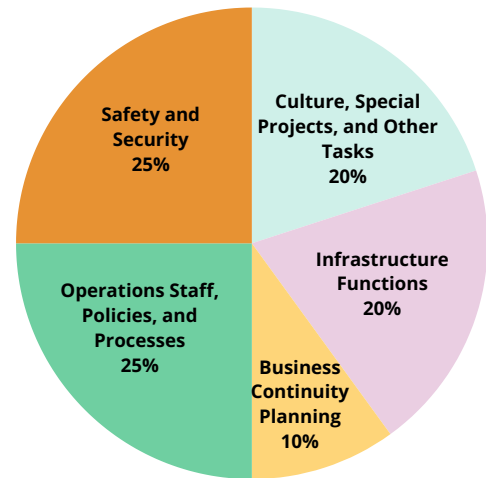
The Position

The Foundation is establishing a new role of Director of Operations. Reporting to the Chief Operating Officer, the Director will be a key strategic and operational leader within the Foundation, with primary responsibility for safety and security; strategic and annual planning for the Foundation’s infrastructure teams, in coordination with the Foundation’s annual budget process; a range of cross-functional operational projects; and key Foundation culture-building activities. The Director supervises the Manager of Strategic Initiatives & Planning and an Administrative Coordinator as well as the Foundation’s outside security consultants, and is responsible for the departmental operating budget. This is an excellent opportunity for a highly organized, cool-headed, seasoned professional with breadth of expertise and exceptional EQ, who is strategic, adaptable, and action-oriented, enjoys working cross-functionally in a collaborative and fast-paced environment, and wishes to have a positive impact on a dynamic institution.

ROLE OVERVIEW

The Director's key responsibilities will include:

- Lead the Foundation's safety and security function, including creating and implementing relevant policies and procedures; liaising with the Foundation's Director of Facilities, outside security consultants, and other relevant third parties; assessing security needs for the Foundation's leadership; and collaborating with the Director of Facilities to manage the security of the Foundation's physical plant.
- Structure and shepherd annual priority planning and semi-annual strategic planning for the Foundation's infrastructure functions (HR, Legal, Communications, IT, Finance, Grants Management, and aspects of the Office of the President) and create systems for implementation and tracking of strategic priorities, and reporting thereon.
- Lead Foundation's Business Continuity Planning (BCP) function and, in partnership with Finance and Legal, its Enterprise Risk Management (ERM) process.
- Oversee space planning and office assignments for Foundation staff; coordinate with Facilities and Capital Projects/Finance teams as necessary.
- In partnership with Legal and other functions, define and implement relevant operational policies and processes for the Foundation.
- In close partnership with HR and the Office of the President, lead initiatives to build culture within the Foundation, including monthly town halls and biweekly staff lunches.
- Manage Operations staff and key outside consultants.
- Oversee and facilitate cross-functional special projects and work groups.
- The Director will also be responsible for the following, together composing about 10% of their time:
 - Identify opportunities to improve the efficacy and efficiency of the Foundation's operations and recommend relevant changes.
 - Prepare materials (documents, decks) for the COO and otherwise, as assigned.
 - Serve as the COO's representative and in own capacity on cross-Foundation committees, task forces, and in meetings with consultants on specific initiatives.
 - Define and lead projects that may have limited scoping and/or abstract asks.
 - Execute assorted projects and ongoing assignments for the COO.
 - Collaborate cross-functionally with counterparts throughout the Foundation.
 - Maintain a work environment that is collegial, collaborative, outcomes-oriented, and efficient.
 - Set and manage the annual departmental operating budget.



THE IDEAL CANDIDATE

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

Balances Stakeholders Anticipating and balancing the needs of multiple stakeholders in a diplomatic fashion.	Drives Results Consistently achieving results, even under tough circumstances.	Plans & Aligns Planning and prioritizing work to meet commitments aligned with organizational goals.
Operational Insight Applying knowledge of business and the operating environment to advance the organization's goals.	Collaborates Building partnerships and working collaboratively with others to meet shared objectives.	Manages Workflow Providing direction, delegating, and removing obstacles to get work done.

Desired Qualifications

Experience

- A Bachelor's degree or equivalent relevant work experience is required; an MBA, MPA, or graduate degree from a related field is a plus.
- 10+ years of progressively responsible experience in operational security, cross-functional strategy and operations roles, 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 and success exercising great autonomy in guiding multi-stakeholder projects, demonstrating discretion in making decisions and escalating and involving others, as appropriate.
- A proven record of managing office operations and staff, budgets, and departmental planning.
- Demonstrated proficiency developing, implementing, and interpreting policies and processes, evaluating effectiveness, and revising them as appropriate.
- Demonstrated success in leading key initiatives. Demonstrated ability to take a project from ideation through to implementation.

Skills

- Evidenced ability to seamlessly align cross-functional stakeholders in important initiatives with tradeoffs and dependencies to achieve project goals.
- Capacity to directly partner with the COO and other Foundation leaders on projects of importance. Proactively flags areas that need input, and proactively and independently lead projects.

THE IDEAL CANDIDATE (cont.)

Skills (cont.)

- Versed in multiple project-management methodologies; PMP certification is a plus.
- Excellent written and verbal communication skills; ability to transform ambiguity into clarity and to synthesize and clearly present information on a quick turnaround.
- Top-notch organization and the ability to multitask, advancing projects on multiple timelines at once.

Personal Characteristics

- Great discretion: knows when to ask for input, how to effectively work with other team members, and is aware of sensitivities.
- Practical, problem-solving orientation and the ability to maintain calm when under stress.
- Impeccable tact and judgment and a high level of professional integrity; discretion in handling confidential materials and situations.
- Political acumen and sensitivity; comfort interacting respectfully with staff at all levels of the organization.
- 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.
- Approachable, optimistic, and intellectually curious with personal warmth, generosity of spirit, and a can-do attitude.
- Demonstrated 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

\$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: November 22, 2024

Start date: Winter/Spring 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.

Jennifer Fleischer
Senior Talent Consultant
jfleischer@drgtalent.com

Rachel Carter
Senior Analyst
rcarter@drgtalent.com

[Submit an application](#)