

The Mellon Foundation
Project Manager Temp – Operations

Please note this is a temp position. As a temp hire, you will begin in a temporary capacity. While on temporary assignment, a third-party staffing agency will be the employer of record for the selected candidate. Accordingly, this role will not be eligible for the Foundation's benefits.

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 we believe that everyone deserves the beauty, transcendence, and freedom to be found there. Through our grants, we seek 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, Arts and Culture, Public Knowledge, and Humanities in Place - and through its signature Presidential Initiatives. The Foundation seeks a Project Manager for our Operations and Administration Team.

Team/Program Overview:

The overarching goal for Foundation operations is to enable efficient, collaborative, and impactful work both within the Foundation and with our broader community, work that is consistent with our social justice mission.

The Operations Project Manager will be a member of the COO’s team, and assist with the shaping, resource and time-tracking, and timely implementation of ongoing and new Operations Team projects and initiatives that aim to improve organizational efficiency. This position reports to the Director of Operations (“Director”).

Position Summary:

The primary responsibilities may include but will not be limited to:

- Leading the project management of key Operations Team initiatives.
- Developing and driving project plans that include communication and implementation strategies, clear timelines, specific milestones and deliverables, outcomes, role assignments, resources requests, dependencies and tracking procedures.
- Working closely with the Director and Manager of Strategic Initiatives and Planning to manage cross-functional engagement to support operations initiative and project planning, monitoring, analysis, and implementations.
- Liaising with members of the Foundation’s program, operational, technology, finance and other staff about shared initiatives, operations, and communications.
- Partner with the Foundation’s office of communications to develop clear, consistent, and effective internal communications.
- Providing additional project support, as needed, to the COO team.

- Helping maintain a work environment that is collegial, collaborative, outcomes-oriented, and efficient.

Qualifications:

- Project management Certification and/or demonstrated project management track record.
- 7-10 years professional experience
- Technologically savvy and proficient with project management software tools (e.g. Monday), MS Office Suite, and a demonstrated ability to quickly learn new tools.
- Superior organizational, project, budget, and resource-management skills, with strong attention to detail.
- Experience managing multiple complex operational projects with multiple work streams.
- Experience analyzing and documenting processes and workflows to support decision making.
- Exceptional oral, written, and visual communication and presentation skills.
- Proven ability to work independently in a fast-paced environment, effectively structure projects, and prioritize time and task sequences.
- Demonstrated capacity to influence, negotiate, and facilitate processes in a collegial manner.
- Familiarity/knowledge of foundations and/or with the grantmaking process and/or foundation operations preferred.
- Outstanding work ethic, deep curiosity and passion for learning.
- Well-developed empathy, emotional intelligence, and interpersonal skills including proven ability to work effectively on a team.

The Mellon Foundation is committed to building an inclusive workplace where all individuals are treated with dignity and respect. Employment opportunities are based on individual qualifications, merit, and organizational need, without regard to race, color, religion, sex (including pregnancy, childbirth, and related conditions), gender identity or expression, sexual orientation, age, national origin, disability, veteran status, or any other characteristic protected by applicable law. We welcome applications from qualified individuals of all backgrounds.

Mellon is committed to access and inclusion for our applicants. If you have accessibility requests to support your participation in the hiring process, please let us know at your earliest convenience.

Mellon is committed to providing compensation that is competitive and equitable within the philanthropic sector. The hourly pay rate for this role is The amount of pay offered is \$70.00 - \$75.00 (annualized to \$136,000 - \$146,000) determined by several 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 also consider market data as well as the Foundation's internal pay equity framework.

Candidates should apply by submitting a cover letter describing fit for the position and a resume to nleonard@employcore.com. Please note that incomplete applications will not be considered.

The Foundation will consider each complete application carefully but only contact those individuals it believes are most qualified for the position.

The Foundation will consider each response carefully but only contact those individuals it believes are most qualified for the position.