

## POSITION SUMMARY

Position: Chief Human Resources Officer

Reports to: Executive Vice President & Chief Operating Officer

Location: New York, NY

Reporting to the Executive Vice President and Chief Operating Officer, the CHRO ensures that Mellon's HR function leverages best practices to advance the Foundation's mission, fostering an engaged and positive workplace that attracts, retains, and develops top talent. The CHRO provides expert strategic leadership and exemplary operational management for the Foundation's people function, which includes business partnering, employee relations, talent acquisition and management, learning and development, total rewards strategy and implementation, and HR operations and compliance. A member of the Foundation's Senior Leadership Team, the CHRO also serves as a strategic advisor to Foundation leadership on organization-wide people- and culture-related planning and policy issues and provides high-touch support to fellow SLT members on particularly sensitive or complex matters.

## Position Duties and Expectations

### Strategic Human Resources Leadership

- Develop and implement a cohesive, holistic vision for the HR team and HR strategies that align with the Foundation's overall mission and strategic vision and reflect human capital best practices.
- Refine the Foundation's organizational design and human capital strategy to ensure that the organization is structured and staffed optimally to implement its highest strategic priorities while nurturing an inclusive, connected community.
- Act as the principal advisor to the Board, President, COO, and others in senior leadership on workforce planning, compensation and benefits, organizational structure, culture, etc.
- Partner with SLT and other colleagues to advance Foundation-wide initiatives and participate fully in the Foundation's strategic planning process, working with the Operations team and the HR team to position HR to provide insightful, problem-solving solutions for the Foundation.
- Champion the Foundation's values in all HR practices, reinforcing an equitable and inclusive workplace that attracts and retains top talent from a wide range of backgrounds.
- Develop and mentor high performing teams.

### HR Team Design, Oversight, & Management

- Ensure that the design and composition of the HR function aligns with the organization and its strategy, and positions HR to serve as a trusted, effective, and values-aligned partner to leadership and staff.
- Lead all core HR operations: business partnering, employee relations, recruiting, talent and performance management, compensation & benefits, planning, operations, and compliance.

- Serve as a culture steward — shaping organizational values, tone, internal communication norms, and workplace inclusiveness and building HR team practices that are a model for the Foundation.
- Manage the HR budget, aligning human and financial resources to highest strategic priorities.

### **Talent Acquisition & Talent Management**

- Transform the recruitment support offered to the Foundation to decrease average time-to-fill and total cost-per-hire, while increasing support for the hiring of managers across the Foundation.
- Build Mellon's talent management, employee engagement, and staff learning framework, incorporating training, cohorts, etc., and deploying tools such as workplace surveys, 360-degree feedback norms, etc.
- Lead and oversee a strategic annual performance management process, ensuring it is right-sized and supports candid bi-directional feedback, ongoing engagement, and professional development.
- Create and maintain HR strategies that embed equity and fairness across the employee lifecycle and that reflect the Foundation's belief in the importance of multivocality and broad inclusiveness.
- Develop and lead comprehensive succession planning practices for key Foundation roles.

### **Job Structuring and Total Rewards Strategy & Management**

- Create a total rewards strategy to guide decision making around compensation and benefits, supporting the Foundation's goal of remaining a best-in-class employer while balancing other organizational imperatives including fiscal responsibility.
- Regularize and harmonize job titling and leveling across the Foundation, supporting equitable compensation-setting, role clarity, transparency around opportunities for internal advancement, and effective collaboration across teams.
- Oversee the development of modern, equitable compensation structures that align to role and title structures and are well suited to the Foundation's size, values, and market positioning.
- Direct annual compensation-setting process from end-to-end, taking care that decisions are equitable and that staff communications are clear and precise; take primary responsibility for Foundation officers' compensation-setting process.
- Oversee comprehensive benefits program and the selection of providers who offer services that sustainably balance high-touch services and support with cost growth. Continually assess utilization of program elements and design features to maximize cost benefit and market alignment.

### **Operational Modernization & Process Excellence**

- In partnership with IT, shepherd implementation of new HRIS, with a go-live target of late 2026.
- Champion transformation of onboarding and offboarding process so that newly joining staff feel welcomed and supported and so that hiring managers and supporting infrastructure functions have the information they need to ensure a smooth and thoughtful transition.
- In partnership with Foundation colleagues, ensure a robust, comprehensive, and appropriately staged program of staff communications that builds trust and strengthens the affinity employees feel for Mellon.

- Oversee compliance, governance, and risk management in all HR operations, ensuring best practices and pristine legal adherence.

## Critical Experience and Skills

The successful candidate will be a strategic and forward-thinking HR professional with demonstrated experience leading high-functioning, best-practices teams in mid-size or larger mission-driven organizations, and with a proven track record of driving successful change and modernization initiatives.

Candidates should have the following professional experience, skills, and qualifications:

- Deep and comprehensive Human Resources expertise and experience across all functional areas of HR at best practices employer(s). Particular depth in employee relations, recruitment, total rewards strategy, and organizational and team design and development is preferred.
- Ability to position HR as both a strategic function that participates in setting and driving broader organizational priorities in dialogue with staff leadership and the Board and an enabling support department that provides outstanding, reliable service to the Foundation's 220+ staff.
- Specific experience developing and implementing HR strategies that foster effectiveness and equity; provide for predictability and clarity; and advance innovation while being responsive to organizational change tolerance.
- Exceptional communication, influence, and relationship-building skills, with ability to advise executives and the Board.
- Demonstrated presentation skills to a Senior Leadership Team and/or Board of Directors.
- Expert ability to navigate complex interpersonal dynamics in a diverse workplace, navigating high-stakes situations effectively and in ways that build trust across the organization.
- Proven skill at fostering a culture of collaboration and empathy alongside effectiveness, strategic focus, and commitment to work and mission.
- Significant leadership experience with employee relations, including conflict resolution and investigations. Comprehensive knowledge of employment regulations and laws.
- Facility with data-driven approaches; comfortable with HR analytics, technology adoption, and continuous process improvement to support a positive employee experience.
- Demonstrated strength as a people manager as well as peer collaborator. Egoless style; someone who places the interests of the broader team and the organization's goals ahead of their own personal agenda.
- A high level of emotional intelligence; impeccable integrity and personal judgement.
- Demonstrated success building and sustaining a diverse, collaborative environment where people from all backgrounds and experiences can thrive and where leadership capabilities are fostered across the organization.
- Clear commitment to Mellon's mission and the work supported by the Foundation's grantmaking areas.
- Bachelor's degree is required; master's degree preferred in Human Resources, Organizational Development, Business Administration, Law, or related field.

Mellon currently maintains a hybrid work schedule, with staff required to be present in person three days per week (including Tuesday and Wednesday) at the Foundation's Manhattan offices

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 offers a generous total reward package that includes base salary and a comprehensive benefits program, as well as an excellent working environment. Mellon is committed to providing compensation that is competitive and equitable within the philanthropic sector. The annual salary for this role is \$400,000-\$450,000. The amount of pay offered will be 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 will also consider market data as well as the Foundation's internal pay equity framework.

To submit your resume please email Kira North at [k.north@elliskirkgroup.com](mailto:k.north@elliskirkgroup.com)

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