

**THE ANDREW W. MELLON FOUNDATION  
PROGRAM OFFICER IN DIVERSITY INITIATIVES  
JOB DESCRIPTION**

November 2011

The Andrew W. Mellon Foundation (“Foundation”) is a not-for-profit organization that makes grants in five core program areas (higher education; art history, conservation, and museums; performing arts; scholarly communications and information technology; and conservation and the environment). In the sphere of higher education, in particular, the Foundation sustains a longstanding commitment to increasing the participation of historically underrepresented minorities. The Diversity Initiatives program pursues this goal primarily through efforts to recruit and support members of such groups who will enter the professoriate in the humanities, arts, and other fields. The program’s centerpiece, the Mellon Mays Undergraduate Fellowships Program (MMUF), was established in 1988; it is the Foundation’s largest and longest-running program in support of this mission. The work of the Diversity Initiatives program embraces two other important dimensions: support for academic programs and faculty development in Historically Black and Native American colleges and universities, and collaborations with other Foundation programs in support of diversity in other organizations that advance the arts and humanities.

Position Scope

The Program Officer in Diversity Initiatives, who also serves as Director of MMUF, will provide vision and leadership for the many grants and initiatives under her or his supervision. Reporting to Vice President Mariët Westermann, the Program Officer will work with her and the other officers of the Foundation to strengthen these efforts, the primary goal of which is to help institutions of higher education diversify their faculties so that they will be more representative of the population at large. To this end, MMUF encourages the pursuit of doctoral study in core fields of the arts and sciences by talented undergraduate students from underrepresented minorities and by other students with a demonstrated commitment to the program’s goals. Students selected for the MMUF participate in the program as undergraduates and are eligible for further support during their graduate studies and after their completion of the Ph.D. degree. There are 42 MMUF participating institutions, three of which are in South Africa. In addition, students from the 40 Historically Black Colleges and Universities that belong to UNCF (formerly the United Negro College Fund) are eligible for the program. The Diversity Initiatives program also makes a modest number of non-MMUF grants to institutions of higher education that advance diversity of faculty and students, particularly to Historically Black and Native American colleges and universities.

MMUF and the Foundation’s other Diversity Initiatives have large constituencies consisting of undergraduates, graduate students, postdoctoral fellows, mentors, campus staff, auxiliary

programs and partnering administrative organizations. Foundation staff and the cooperating organizations work with approximately 1500 fellows and mentors. The Program Officer assumes a broad organizational role in maintaining the Foundation's relationships with these groups and organizations.

#### Responsibilities of the Program Officer in Diversity Initiatives

- Managing and monitoring all Diversity Initiatives and MMUF program activity; overseeing and administering MMUF as well as partner programs with the Social Science Research Council (SSRC) and the Woodrow Wilson National Fellowship Foundation (WWNFF);
- Monitoring and supervising SSRC's administration of the graduate initiatives and the predoctoral grant program for MMUF fellows; working with UNCF on Faculty Development and the MMUF Summer Institute;
- Participating in the annual retreat of the WWNFF Junior Faculty Career Enhancement Program and evaluating its results; developing focused programs and conferences for MMUF Coordinators;
- Developing, designing, and seeking out opportunities for advancing scholarship and graduate degree attainment for diverse constituencies; assisting institutions of higher learning in finding and hiring faculty from the pool of MMUF Fellows;
- Evaluating proposals and preparing docket recommendations; monitoring and reconciling all grant narrative and financial reports, managing the grants portfolio;
- Recruiting, cultivating, mentoring, and supervising program staff;
- Engaging collaboratively with other Program Officers in advancing aspects of the Foundation's mission, including the enhancement of diversity in arts organizations;
- Attending quarterly meetings of the Board of Trustees and presenting grant recommendations; and
- Additional activities as the Diversity Initiatives program may require or as it evolves.

#### Relevant skills and experience for the Program Officer in Diversity Initiatives

- A Ph.D. in the humanities or social sciences;
- Experience in higher education (teaching and/or academic administration), understanding of processes, policy issues, and trends in undergraduate and graduate education;
- Strong record of publication in the candidate's field;
- Outstanding interpersonal communication, team building, mentoring, and leadership skills;
- Demonstrated competence in public speaking and written communication;
- Advanced computer and office skills, and ability to use the Foundation's communication and data management systems;
- Experience in managing large and complex programs, facility with data collection and analysis, working knowledge of and interest in applied research;
- Knowledge of and active concern with issues of diversity, significant experience with and knowledge of multicultural recruitment strategies;
- Willingness to travel domestically and internationally; and

- Commitment to a collegial work environment and to collaboration with colleagues in all of the Foundation's program areas.

The Foundation is an equal opportunity employer offering a competitive salary, generous benefits, and excellent working conditions.

Qualified candidates may submit a resume or curriculum vitae, cover letter, and salary requirements, addressing them in hard copy to Oscar De La Cruz, Human Resources Manager, The Andrew W. Mellon Foundation, 140 East 62nd Street, New York, NY 10065 or transmitting them electronically to [programofficer@mellon.org](mailto:programofficer@mellon.org).