



Program Officer Higher Education and Scholarship in the Humanities

Since 1969, The Andrew W. Mellon Foundation (“Foundation”) has demonstrated an abiding commitment to the humanities and the arts. The Foundation endeavors to strengthen, promote, and, where necessary, defend the contributions of the humanities and the arts to human flourishing and to the well-being of diverse and democratic societies. To this end, it supports exemplary institutions of higher education and culture as they renew and provide access to an invaluable heritage of ambitious, path-breaking work. Since its inception, the Foundation has paid out more than \$5B in grants. At the end of 2015, its endowment totaled approximately \$6.1B.

[Earl Lewis](#) became the sixth President of the Foundation in March 2013. Under his guidance, the Foundation has reaffirmed its commitment to the humanities, the arts, and higher education by emphasizing the importance of both continuity and change. The Foundation’s current [strategic plan](#) outlines four overarching goals that will shape program areas and guide specific grantmaking decisions:

- A bold and creative approach to grantmaking, responsive to promising new organizations as well as to established institutions, and attentive to both short- and long-term issues in the humanities, the arts, and higher education;
- Deep and broad public understanding of and support for the humanities, arts, diversity, and education, in the U.S. and internationally;
- Wide participation of previously underrepresented communities in the humanities, the arts, and higher education; and,
- Strong collaboration in the philanthropic sector in support of the humanities and the arts as well as among institutions supported by the Foundation.

Programs

Collaborative planning by the Foundation and its grantee institutions generally precedes the giving of awards and is an integral part of grantmaking. The Foundation seeks to strengthen institutions’ core capacities and significant innovation rather than encourage ancillary activities, and it seeks to continue with programs long enough to achieve meaningful results. The Foundation makes grants in the following five core program areas:

[Higher Education and Scholarship in the Humanities \(HESH\)](#)

High-level initiatives that shape scholarly field development, revitalize undergraduate and graduate education, and encourage cross-sector collaborations represent the core of grantmaking within the Higher Education and Scholarship in the Humanities program. HESH assists liberal arts colleges, community colleges, research universities, humanities centers and institutes, regional consortia, and national organizations that support faculty and curricular development, pedagogical innovation, and institutional renewal. HESH grantmaking represents an equilibrium between continuity and change with the understanding that the allocation of resources will shift from time to time in response to special strategic interests such as the history and future of the divided city, mass incarceration and prison education, migration and refugee studies and support, and the role of the arts and humanities in the life of the nation.

[Arts and Cultural Heritage](#)

The Arts and Cultural Heritage program seeks to nurture exceptional creative accomplishment, scholarship, and conservation practices in the arts, while promoting a diverse and sustainable ecosystem for these disciplines. The program supports the work of outstanding artists, curators, conservators, and scholars, and endeavors to strengthen performing arts organizations, art museums, research institutes, and conservation centers.

[Diversity](#)

The Diversity program seeks to help diversify the next generation of college and university faculty through the [Mellon Mays Undergraduate Fellowship](#) and other pipeline programs; it also aims to strengthen institutions that improve educational attainment of historically underrepresented groups. More generally, the Diversity grantmaking area supports projects or research focused on the relationship between diversity and learning.

[Scholarly Communications](#)

Digital technologies have transformed how knowledge is embodied, organized, disseminated, and preserved. Use of these technologies has the potential to expand and equalize access to cultural and scholarly resources across sectors of society. The Scholarly Communications program assists research libraries, archives, museums, universities, presses, and arts organizations that seek to realize this potential, and thereby to further our collective understanding of societies and cultures around the world. The Scholarly Communications program promotes the common good by supporting the creation, dissemination, use, and preservation of original sources, interpretive scholarship in the humanities, and other scholarly and artistic materials. The program aims to develop the sustainable tools, organizations, and networks of scholars and other professionals needed for these purposes.

[International Higher Education and Strategic Projects](#)

The Foundation's ongoing investments and [successful experience in South Africa](#) have encouraged a targeted extension of the program's work to other universities and cultural institutions in Africa, the Middle East, and the Global South where Mellon's commitment to the humanities, the arts, and higher education can support global networks of research and culture. In its current phase of development, the International Higher Education and Strategic Projects program focuses on capacity building and collaborative partnerships with institutions, especially on issues of global grand challenges.

Search for the Next Program Officer

As a member of the HESH program's leadership team, the Program Officer shares with her or his colleagues the responsibility for maintaining and strengthening the Foundation's relationships with higher education leaders and participates in meetings and policy discussions regarding all sectors of higher education. The Program Officer will work with [Senior Program Officer Eugene Tobin](#) to strengthen grantmaking efforts in HESH, as well as collaborate on related activities across programs of the Foundation. In partnership with [Executive Vice President Mariët Westermann](#), the HESH Program Officers oversee and manage a total budget of approximately \$120M. The Program Officer will provide vision and leadership in defining, executing, and monitoring the grants and grantmaking initiatives under her or his supervision.

Responsibilities, Opportunities, and Challenges:

Building upon the Foundation's sterling reputation throughout the higher education sector, the next Program Officer will be well-positioned to continue to shape the future of higher education, taking advantage of and executing suitable responses to the following opportunities:

- **Engage with the major issues facing higher education today:** As a representative of the Foundation, the next Program Officer will engage deeply with current trends and topics of concern within higher education, and, more specifically, within the humanities. She or he will help organize and lead convenings on the topics that are of interest to the Foundation and the institutions and disciplines it serves.
- **Represent the Foundation to current and potential grantees:** Program Officers regularly interact with presidents, provosts, deans, consortia directors, and others who seek or receive support from HESH. Officers travel to supported institutions to observe sponsored activities, attend professional meetings, and make presentations as appropriate. Through this role, the Program Officer will advocate for the value of interdisciplinary humanities programming while demonstrating an understanding of the multiple priorities administrators must balance on a regular basis. She or he will ultimately invite and evaluate proposals from highly qualified programs for recommendation to the Board of Trustees.
- **Assist with the management of day-to-day operations:** In consultation with the Senior Program Officer, the Program Officer will work within HESH to prepare grant recommendations, essays, and reports for the Foundation's Board of Trustees and will participate in quarterly Board meetings. Additionally, she or he will monitor and reconcile all grant narrative and financial reports, engage collaboratively with other program officers on policy matters and cross-programmatic initiatives, and provide assistance with grantmaking initiatives that involve undergraduate and graduate education. The Program Officer will also contribute content to the Foundation's communications platforms, including blog posts, newsletter stories, edited transcripts of public talks, and the like.

Desired Qualifications and Characteristics:

The Foundation's next Program Officer will have a boundless passion for the humanities, a deep familiarity with higher education administration, and a commitment to academic excellence. She or he will contribute to the collegiality found at the Foundation and will demonstrate integrity at all times. Additionally, the next Program Officer will possess the following qualifications and characteristics:

- A PhD in a field of the humanities with demonstrated intellectual breadth, familiarity with a range of critical and theoretical approaches used in the study of the arts and humanities, and an ability to work cross-disciplinarily;
- Significant experience at the college or university level as a tenured faculty member and administrator, providing an understanding of processes, policy issues, and trends in higher education;
- Strong record of publication in the candidate's field;
- Ability to work independently and possession of exquisite organizational and time management skills needed to meet quarterly deadlines;
- Proven competence in interpersonal communication, including public speaking;
- Exceptional editorial judgment and meticulous writing and copyediting skills;
- Demonstrated capacity for team building, mentoring, and leadership;
- Experience in managing large and complex programs;
- Willingness to travel frequently both domestically and internationally; and,
- Commitment to a collegial work environment and to collaboration with colleagues in all of the Foundation's programs and functional areas.

Evaluation of candidate materials will begin immediately and continue until a new Program Officer is selected. For best consideration, nominations and application materials should be sent to:

Shelly Weiss Storbeck, Managing Partner

Anne Koellhoffer, Associate

Storbeck/Pimentel & Associates, LP

MellonHESHProgramOfficer@storbecksearch.com

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