



Mellon Foundation

Mellon Foundation

Director of Security and Safety

New York, NY



Background

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 Foundation seeks a Director of Security and Safety.

Position & Responsibilities

The Foundation is seeking a thoughtful, experienced, and results-oriented Director of Security and Safety, who will be responsible for the development, implementation and day-to-day operations of Mellon’s security risk management strategy, policies, and associated programs. The Director of Security and Safety will provide leadership, executive support, strategic and tactical guidance, and execution across functions to protect the Foundation’s team members, assets, and reputation. This role requires a strong background in security management, risk assessment, and emergency response, as well as exceptional problem-solving and decision-making skills, particularly in high-pressure situations. Reporting to the Chief Administrative Officer, the full-time Director of Security and Safety will work collaboratively with other members of staff throughout the Foundation.

Strategy and Leadership

- Designing, implementing, and enforcing a comprehensive security and executive protection strategy in line with Mellon’s culture, footprint, risk exposure, risk appetite, organizational requirements, and priorities, as well as best practice, industry standards and applicable regulations.
- Leading and implementing key security programs to protect the Foundation’s critical assets, including physical, technical and site security; travel security; executive protection; event security; workplace violence prevention and response; investigations; threat analysis; and security training and awareness.
- Acting as trusted internal go-to resource on any security concerns and guidance; building and maintaining relationships with executive management and other Foundation leaders to develop a keen understanding of security needs, ensure innovative and balanced delivery of security services to meet those needs, and respond with agility to changing institutional priorities and risks.
- Partnering closely with interdependent departments to plan capital resource requirements and technology integrations.

Program and Budget Management

- Conducting annual program strategy reviews and continuous threat, risk and vulnerability assessments and security audits to identify vulnerabilities and develop mitigation plans; ensuring clear and timely communication, decision-making and approvals; and proactively advising leadership as appropriate.
- Leading incident response efforts, including investigations of security incidents, and implementing corrective actions to prevent future occurrences, as well as designing and updating protocols regarding emergency management planning and preparedness.
- Developing and delivering internal safety and security training programs and embedding best practices to ensure a consistent and comprehensive approach to security management, and to promote a proactive and inclusive security culture.
- Establishing and responsibly managing the security budget and additional fiduciary responsibilities, including required staff and third-party vendor contracts for security providers whose services involve, utilize, or impact the Foundation's physical security operation.
- Maintaining trusted networks across the security landscape and ongoing liaison with government and intelligence professionals, as well as industry peers.
- Selecting and managing outsourced security service providers

Desired Qualifications

Experience

- At least 10+ years of senior security leadership experience in a complex organization, with significant time spent in an operationally focused security practitioner role with some budget responsibility. Experience working closely with C-level leadership and/or high-level diplomatic security is preferred.
- Master's degree or bachelor's degree plus professional certifications in an area of study relevant to this position, including working knowledge of cybersecurity. Educational background should be encompassing of a broad range of security disciplines and principles, knowledge of technologies and controls they offer, risk assessment methodologies, and industry best practices.
- Solid management experience with the know-how required to set vision, build a strong, cohesive team, oversee multiple vendors, and embed a positive Foundation-wide security culture.
- Proven familiarity with local, state, and federal safety and security regulations, as well as international security arena exposure and robust global networks in order to effectively coordinate cross-border operations as needed.
- Crisis management and business continuity experience is preferred.
- Experience with cultural assets is a bonus but not required.

Skills

- Extensive knowledge of the security industry and associated security best practice, and deep understanding of current and emerging physical security technology.

- Critical thinking and analytical skills, and exceptional relationship management competencies to understand the impact and sensitivity of security issues.
- Ability to set and execute strategic goals and objectives for the overarching physical and personnel security program while also managing and providing support for tactical, operational solutions.
- Excellent oral and written communication skills; adept at effectively distilling and communicating security information within all levels of the organization – including briefing executive management – on security initiatives, projects, decisions, and information.
- Strong ability to collaborate cross-functionally and provide direct prioritized, coordination among all key stakeholders to implement security programs and practices. Readiness to adapt to the Foundation’s organizational culture, pace of operations, and requirements.
- Competency in responding to unforeseen emergencies, identifying future risks, and providing counter strategies. Flexibility and willingness to be on call 24/7 to respond to company-related security emergencies and to travel domestically and internationally as needed.
- High level of integrity and trustworthiness, with the capacity to represent the Foundation with the highest level of professionalism.
- Passion for social justice-oriented work and commitment to continuous learning and growth in this area.

Key Competencies

- **Instills Trust** – Gaining the confidence and trust of others through honesty, integrity, and authenticity.
- **Communicates Effectively** – Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.
- **Decision Quality** – Making good and timely decisions that keep the organization moving forward.
- **Situational Adaptability** – Adapting approach and demeanor in real time to match the shifting demands of different situations.
- **Ensures Accountability** – Holding self and others accountable to meet commitments.
- **Stakeholder Focus** – Building strong stakeholder relationships and delivering targeted solutions.

Benefits and Compensation

Mellon Foundation is committed to providing compensation that is competitive and equitable within the philanthropic sector. The estimated salary range is \$275,000 - \$300,000. 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.

Mellon maintains a hybrid work schedule, with three days/week in person at the Foundation's Manhattan offices. This position requires a willingness to travel and/or work outside typical business hours.

Application Requirements and Search Process

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: September 22, 2023

Start date: Fall/Winter 2023

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.

To apply for this position, please click [HERE](#)

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