

# Mortimer & Mimi Levitt Foundation

## Programs Manager Position Announcement

**Position Title:** Programs Manager

**Reports To:** Director of Programs

**Location:** Echo Park, Los Angeles, CA; hybrid: remote (2 days/week), office (3 days/week)

**Time Commitment:** Full-time

**Announcement Date:** January 13, 2022

**Applications Due:** open until filled

**Compensation:** \$5,833-\$6,250/month; commensurate with experience

### **About the Levitt Foundation**

The Mortimer & Mimi Levitt Foundation exists to strengthen social fabric of America. We're a national social impact funder that partners with nonprofits to build thriving, more connected communities through the power of free, live music. We realize our mission of *building community through music* through two core programs: the permanent Levitt venue program and the Levitt AMP [Your City] Grant Awards. In 2019, more than 550 free outdoor Levitt concerts took place in 26 towns and cities across America, bringing joy to more than 750,000 people of all ages and backgrounds. In 2020 and 2021, permanent Levitt venues and Levitt AMP concert sites nationwide innovated to uplift, connect, and inspire their communities in new ways—from virtual concerts and online songwriting camps to drive-in and pop-up concerts, to a return to in-person live concerts this past summer and fall.

The Levitt Foundation is committed to equity, diversity and inclusion (EDI) throughout our organization and all aspects of our work, recognizing this commitment as essential to realizing the Levitt mission. We value having a team with a wide range of perspectives, backgrounds, experiences, and skills so our approach to grantmaking is well-rounded and the connection with our team members and the communities we support is authentic. We strive to create a positive working culture through professional development opportunities, employee recognition, and team-building events and activities. We focus on creating a working environment that promotes collaboration and fairness. Our commitment to EDI fosters a culture where team members can truly belong, contribute, and grow. We believe in the value of every individual and encourage applications from people of any age, gender identity, sexual orientation, race, religion, ethnicity, disability, veteran status, and any other characteristic or identity. To learn more about the national Levitt network and the Levitt Foundation, visit [levitt.org](http://levitt.org).

### **Position Summary**

The Levitt Foundation is seeking an experienced, high-performing Programs Manager to manage the Foundation's portfolio of Friends of Levitt (FOL) venue partners. This is an exciting opportunity to join a collaborative team environment, working across the organization with Foundation staff and closely with the Programs team to optimize the Foundation's grantmaking efforts and maximize potential impact.

The Programs Manager will work with existing grantees and play a key role in identifying resources to support the Levitt network, as well as manage network-wide collaborations and opportunities aligned with the Foundation's values and mission.

This position will participate in various network activities related to Levitt's mission-driven work, including national convenings and program initiatives. The ideal candidate will have an interest in traveling to communities across the country and previous program and project management experience. This position requires strong writing, analytical, organizational, and interpersonal skills, along with a passion for Levitt's mission of supporting free, outdoor concerts as a means to create equitable, activated public spaces and invigorate community life.

### **Major Areas of Responsibilities**

- Manage portfolio of Friends of Levitt (FOL) venue partners including tracking of deliverables, best practices, disbursements, and reporting
- Manage all aspects of Foundation-supported FOL data collection for each permanent Levitt venue, including support materials and staffing, for audience surveys and annual reporting
- Review and analyze collected data to assess outcomes, shared Levitt network priorities, and identify support resources
- Build and maintain strong, authentic relationships with FOL partners, grantees, and grant seekers
- Perform site visits of FOL partners and current grantees to nurture relationships and discuss feedback and ideas regarding Levitt Foundation support
- Manage various components of national Levitt network convenings, venue group site visits and in-person gatherings
- Develop and manage national Levitt network collective programming, such as the Levitt National Tour, to highlight shared impact of Levitt in communities and support local community engagement
- Identify, develop, and manage capacity building tools, support resources, and learning opportunities for FOL partners
- Collaborate cross-departmentally to facilitate information and resources sharing amongst the Levitt network
- Play a key role in the development and implementation of processes and systems to support efficiencies within the Programs department
- Ensure program-related information and resources are current on the Levitt network's grants management portal and information exchange platform
- Remain abreast of evolving practices in the fields of philanthropy, creative placemaking, arts funding, performing arts presenters, and EDI
- Represent organization at events, conferences, and other related activities
- Perform other duties as assigned

### **Qualifications**

- 4-6 years of experience in effective project management, grantmaking, and/or program development
- Outstanding interpersonal skills with ability to develop productive relationships with colleagues, potential applicants, grantees, partners, and stakeholders
- Excellent project management skills with a strong ability to balance multiple, often competing, priorities, without loss of attention to detail
- Innovative and critical thinker with strong analytical and problem-solving skills
- Excellent writing skills with keen ability to communicate clearly
- Working knowledge of creative placemaking and driving social impact through the arts

- Passion for the Levitt Foundation’s mission and commitment to incorporating equity, diversity, and inclusion throughout the organization and all aspects of our work
- Ability to commit to and interest in traveling throughout the country for site visits and national conferences, up to 2 to 3 times per month primarily during summer and fall; duration of travel is approx. 2 to 4 days per trip
- Willingness to adapt as programs evolve and comfortable adjusting based on organization and grantee needs
- Strong leadership qualities with ability to work independently and collaboratively in a team environment
- Self-motivated with high degree of initiative
- Proficient in Microsoft Office and willingness to learn new technologies
- Willingness to work flexible hours, including some nights and weekends
- Bachelor’s degree or equivalent experience

### **Application Submission**

To apply, email your cover letter and resume to [levittsearch@levitt.org](mailto:levittsearch@levitt.org), including “Levitt Foundation Programs Manager” in the subject line.

The Levitt Foundation offers a dynamic work environment and competitive salary commensurate with experience. Benefits include health insurance, 401(k), and other benefits. EEO/AAW employer.

**Our Commitment to Equity, Diversity and Inclusion:** We deeply understand the value of bringing together a team with different perspectives, backgrounds, and life experiences, and we prioritize diversity within our team. We encourage people from underrepresented backgrounds to apply.