

Levitt Foundation Program Officer Position Announcement

Position Title: Program Officer

Reports To: Vice President of Programs

Location: Echo Park, Los Angeles; hybrid schedule (3 days/week in-office required)

Time Commitment: Full-time

Announcement Date: September 5, 2025

Applications Due: open until filled

Compensation: \$8,800- \$9,600/month; commensurate with experience

About the Levitt Foundation

The Levitt Foundation exists to strengthen the social fabric of America. We're a national social impact funder at the intersection of music, public space, and community building that partners with nonprofits and changemakers to build a more healthy, equitable, and thriving future for all. We realize our mission of *building community through music* through supporting free live music, as well as projects and programs that advance vibrant music ecosystems. In 2025, more than 650 free outdoor Levitt concerts will take place in 50+ towns and cities across America, bringing joy to nearly one million people of all ages and backgrounds.

The Levitt Foundation is committed to equal opportunity 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. Thus, we encourage applicants from all walks of life and backgrounds. 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. This commitment fosters a culture where team members can truly belong, contribute, and grow. To learn more about the Levitt Foundation and the national Levitt network, visit levitt.org.

Position Summary

The Levitt Foundation is seeking an experienced, high-performing Program Officer to oversee the Foundation's growing national portfolio of Levitt Music Series grantees, comprised of nonprofits based in small towns to large cities across the country. 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 expand the reach of the Foundation's grantmaking and deepen impact in communities. The Program Officer will work with grant applicants, new

and existing grantees, conduct site visits throughout the country, manage each phase of grant cycles, and identify and develop resources to support the local efforts of grantees and advance programmatic goals and outcomes.

The Program Officer will play a key role in identifying opportunities and developing strategies aligned with the Foundation's values and mission to inform Levitt network initiatives and new grant programs. The ideal candidate will have an interest in traveling to communities across the country and strong interpersonal and analytical skills and program management experience, along with a passion for Levitt's mission of supporting free, outdoor concerts as a means to create welcoming, vibrant public spaces and invigorate community life.

Major Areas of Responsibilities

- Builds and maintains strong, authentic relationships with grant seekers and grantees
- Identifies and builds relationships with a range of organizations to support outreach efforts to help attract diverse applicant pools from across the country and nonprofit sector
- Manages each phase of the Levitt Music Series application period, including the review and award process
- Provides guidance, technical assistance and support to grant seekers throughout the application process
- Manages portfolio of Levitt Music Series grantees including tracking grant deliverables, disbursements, and reporting
- Provides guidance and support to grantees, including technical assistance and regular communication, for impactful execution of funded programs
- Performs site visits of current grantees to nurture relationships and discuss feedback and ideas regarding Levitt Foundation support
- Identifies, develops and provides resources and learning opportunities for grantees to effectively support their Levitt Music Series and work in the field
- Evaluates grant program measures and outcomes, identifies key findings, and provides recommendations to support program impact
- Plays a role in the development, implementation, and management of new grant programs
- Performs site visits of prospective grantees to learn about their communities and assess potential match for future Levitt Foundation funding
- Co-creates and facilitates in-person and online Levitt training sessions for potential and existing grantees
- Collaborates with cross-departmental teams to facilitate information sharing amongst the Levitt network
- Plays a key role in the development and implementation of processes and systems to support efficiencies within the Programs department
- Ensures program-related information and resources are current on the Levitt network's grants portal and information exchange platform

- Remains abreast of evolving practices in the fields of philanthropy, creative placemaking, arts funding, and performing arts presenting
- Represents the Levitt Foundation at events, conferences, and other related activities
- Performs other duties as assigned

Qualifications

- 7-9 years of experience in effective grantmaking, program development, and/or project management
- 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; experience in the performing arts a plus
- Ability to commit to and interest in traveling throughout the country for site visits and national conferences throughout the summer and fall, up to 3 times per month; duration of travel is approx. 2 to 5 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 and entrepreneurial spirit
- Passion for the Levitt mission of *building community through music*
- 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, upload your cover letter and resume at <https://jobs.appone.com/levittfoundation>.

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.