



**Mortimer & Mimi Levitt Foundation
Position Announcement**

Title: Programs Coordinator; part-time, temporary

Reports to: Programs Manager

Location: Echo Park; Los Angeles, CA

Announcement Date: 3/28/19, open until filled

POSITION SUMMARY

The Levitt Foundation seeks a self-motivated and highly organized Programs Coordinator to join a collaborative team environment, providing administrative and programmatic support to the programs department, while the Senior Director of Programs is on maternity leave. This is a part-time, temporary position, beginning in June 2019 through December 2019, working an average of 20-24 hours per week.

The Programs Coordinator will help with a variety of tasks, which include overall project management support, processing invoices and grant disbursements, managing application intakes, data-entry, e-file management, drafting and proofreading documents, and other duties related to Levitt's mission-driven grant programs. The ideal candidate is adaptable, detailed-oriented, and has a strong work ethic. Excellent writing, analytical, and interpersonal skills are a must, along with a passion for Levitt's mission of supporting free, outdoor concerts as a means to revitalize public spaces and invigorate community life.

RESPONSIBILITIES

- Perform administrative functions related to overall management of Levitt grant programs including, but not limited to, reviewing grant applications to ensure completion, organizing application materials and filing as appropriate, entering past data into new Salesforce database system, and assist as needed in the overall maintenance and management of internal management processes.
- Provide overall project management support in the planning, execution, and completion of specific project goals amongst concurrent running projects, specifically 2019 AMP grantees, 2020 AMP applicants, permanent Levitt venue partners, Levitt network lawn surveys, and the 2019 Levitt National Tour.
- Assist with overall facilitation and logistics coordination for initiatives, events and activities of the national Levitt network including, but not limited to, processing payment invoices for audience survey collection teams, requesting payments for artist tours, researching meeting/dining locations for national convenings, as well as preparing various materials for convening attendees.
- Work closely within cross-departmental teams to facilitate information sharing and alignment between grantees, partners and Foundation staff
- Perform general office and clerical duties including, but not limited to, answering phones, filing, making photocopies, and coordinating mailings
- Assist with special projects as directed
- Perform other related duties as assigned



QUALIFICATIONS

- A minimum of 3 years relevant nonprofit professional experience, grants management experience a plus
- Strong project management and organizational skills with ability to prioritize and manage overlapping tasks/projects simultaneously
- Innovative and critical thinker with strong analytical and problem-solving skills
- Database experience, Salesforce preferred
- Excellent writing, interpersonal, and communication skills
- Self-motivated with high degree of initiative
- Strong ability to work independently and collaboratively
- Proficient in Microsoft Office suite and Mac operating system
- Passion for and commitment to the mission of the Levitt Foundation
- Willingness to work flexible hours, including some nights and weekends if necessary
- Bachelor's degree or equivalent experience required

ORGANIZATION OVERVIEW

The Mortimer & Mimi Levitt Foundation is a national private foundation that exists to strengthen the social fabric of America. Through its support of creative placemaking projects, the Levitt Foundation empowers communities to transform underused public spaces into welcoming destinations where the power of free, live music brings people together and invigorates community life.

The Foundation's primary funding areas include permanent outdoor Levitt music venues and the Levitt AMP [Your City] Grant Awards, an annual grants competition. In 2019, free Levitt concerts will be presented in 26 towns and cities across the country. Levitt music venues and AMP concert sites collectively reach more than 750,000 people annually through over 550 free, family-friendly concerts. As an example of the high caliber talent presented across the Levitt network, the 2019 GRAMMY nominees included 17 artists who have performed on Levitt stages in recent years.

Permanent Levitt venues are located in cities as diverse as Los Angeles; Denver; Westport, Conn.; Dayton, Ohio; Bethlehem, Pa.; Memphis; Arlington, Texas; and Sioux Falls, S.D., opening this summer. Each Levitt venue is programmed, managed, and supported by its own 501(c)(3) Friends of Levitt nonprofit partner, presenting 50 free concerts every year featuring music of all genres. Due to accelerating interest from cities and engaged citizens, the national network of Levitt music venues is growing. Developing Levitt locations include Fort Lauderdale and San Jose, amongst other cities.

In 2019, the Levitt AMP [Your City] Grant Awards were awarded to 18 small to mid-sized towns and cities, including Santa Fe, N.M.; Sheboygan, Wis.; Chattanooga, Tenn.; St. Johnsbury, Vt.; and Middlesboro, Ky., to name a few. Each Levitt AMP winner will present 10 free concerts in a reimagined public space beginning this summer and continuing through the fall.

Visit www.levitt.org to learn more.

APPLICATION

Please email cover letter, resume, and salary requirements to search@levitt.org, including "Programs Coordinator" in subject line.

Compensation commensurate with experience. EEO/AAW employer.