

Levitt Pavilion Arlington – Job Announcement

Job Title: Executive Director

Reports to: Board of Directors

Announcement Date: 04/15/19 – open until filled

Organization Overview

Levitt Pavilion Arlington is a nonprofit organization founded in 2007 to launch, program and fundraise for Levitt Pavilion Arlington in partnership with the City of Arlington and the national Mortimer & Mimi Levitt Foundation. The Levitt Pavilion is part of the national Levitt network of outdoor music venues, and Levitt Pavilion Arlington presents an annual summer and fall series of 50 free professional concerts from acclaimed emerging talent to seasoned award-winning performers in all music genres. Levitt Pavilion Arlington is committed to building community through music, celebrating the diversity of Arlington, collaborating with community groups and other nonprofits, and enriching lives through arts access. The Levitt Pavilion is the anchor of the Downtown Cultural District and a cultural asset in Arlington, providing Arlington residents of all ages and backgrounds the experience of high-caliber entertainment in a welcoming, open-lawn setting. Visit levittpavilionarlington.org to learn more about Levitt Pavilion Arlington and the national Levitt network.

Position Summary

The Executive Director provides leadership to Levitt Pavilion Arlington and is responsible for the overall operations of the organization, including the realization of the organization's mission. The scope of responsibility includes direct support to the Board of Directors and Board committees, comprehensive fundraising, marketing, community outreach and audience development, artistic management, monitoring organization performance and impact, and the overall operational, financial and administrative management of Levitt Pavilion Arlington. The Executive Director is a full-time, exempt position.

Responsibilities

- Provide support to and work closely with the Board of Directors to ensure strong fiscal health, identify and secure contributions, sustain positive government and community relations, increase overall organization visibility, and advance the Levitt's mission.
- Secure contributions from foundations, corporations and individuals for the existing capital campaign, and work closely with the Board of Directors in reaching the campaign goal.
- Coordinate with the City of Arlington and the architect throughout the Levitt Arlington's Hospitality Center construction and site improvements, providing regular updates to the Construction Committee and the Board of Directors.
- Develop and manage an annual operating budget of more than \$900,000 as approved by the Board of Directors and according to the organization's financial policies and processes.
- Develop and execute an annual fundraising plan to assure the organization's funding base is diverse and robust, including securing corporate sponsorships, identifying foundation and government funding sources, writing grants, cultivating individual donors, and producing benefit events.
- Manage and ensure that all funder expectations are met and delivered in a timely manner.
- Oversee and ensure the annual series of 50 free concerts is produced at the highest professional standards, is reflective of the community, and meets national Levitt programming guidelines.
- Develop a strategy to effectively recruit, manage and use volunteers during concert season and year round.
- Manage all communications, including marketing, public relations and social media.
- Serve as the public face of the organization, clearly articulating its mission, programs and impact to increase visibility of Levitt Pavilion Arlington and enhance the organization's community reputation and standing.

- Cultivate community relationships and develop strategic partnerships with local organizations.
- Maintain relationships with Arlington Parks & Recreation, elected officials and community stakeholders
- Coordinate with city departments regarding facility issues, production needs and necessary city resources.
- Hire and supervise salaried and hourly employees, and perform human resources responsibilities in managing staff, personnel policies, annual reviews and employee benefits.
- Identify and supervise independent contractors to provide necessary collaborations and support to ensure timely contract deliverables.
- Coordinate regular Board of Directors meetings, including preparing an agenda and materials in collaboration with the Executive Committee.
- Establish strong working relationships with Board members, facilitating an environment for active participation and involvement beyond Board meetings.
- Work closely with Board committees to develop and implement specific goals and objectives.
- Work closely with Board members to identify new Board and committee members whose talents, expertise and experience will further Levitt Pavilion Arlington's mission and support for the organization.
- Conduct all actions necessary to maintain the Levitt Pavilion Arlington's 501(c)(3) status and ensure compliance with all federal, state and local regulations regarding Levitt Pavilion Arlington's nonprofit status and charitable solicitation registrations.
- Manage all daily activities of the organization.

Qualifications

- Minimum 7 years nonprofit management experience, performing arts preferred
- Minimum 5 years development experience with demonstrated success in securing sponsorships, individual donations and grants, as well as producing benefit events
- Outgoing, approachable and effective relationship-builder
- Previous experience working closely with a Board of Directors
- Exceptional budgeting and fiscal management skills
- Previous experience with marketing and/or public relations
- Excellent presentation and written communication skills
- Strong communicator, able to effectively share Levitt Pavilion Arlington's mission with corporate leaders, foundation officers, individual donors and the general public
- Innovative and strategic thinker with strong analytical and problem-solving skills
- Strong leadership qualities and superb interpersonal skills
- Strong ability to cultivate the creative ideas of others, connect ideas and project potential outcomes
- Superior skills in organization and staff management, setting and managing competing priorities, delegating, and meeting deadlines in a fast-paced environment
- Passion for and commitment to Levitt Pavilion Arlington's mission
- Self-motivated with a high degree of initiative and entrepreneurial spirit
- Energetic willingness to work hands-on in executing Levitt Pavilion Arlington's strategies, initiatives and programs
- Willingness to work flexible hours, including nights and weekends during concert season, and some nights and weekends during the off-season
- Bachelor's degree required, advanced degree preferred
- Valid driver's license and current insurance required

Application

Please email cover letter, resume and salary requirements to info@levittarlington.org

Compensation commensurate with experience.