



## **Mortimer & Mimi Levitt Foundation Database Administrator Position Announcement**

**Position Title:** Database Administrator

**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:** Friday, October 7, 2022

**Applications Due:** open until filled

**Compensation:** \$7,333 – \$7,833/month; commensurate with experience

### **About the Levitt Foundation**

The Mortimer & Mimi Levitt Foundation is 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 Levitt venue program and the Levitt AMP [Your City] Grant Awards, a multi-year grants program. In 2022, more than 500 free outdoor Levitt concerts are taking place in 25 towns and cities across America, bringing joy to more than 750,000 people of all ages and backgrounds.

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. 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 Levitt Foundation and the national Levitt network, visit [levitt.org](https://levitt.org).

### **Position Summary**

The Database Administrator is an exciting opportunity to oversee the Levitt Foundation's grants management database/Salesforce Nonprofit Success Pack used by Foundation staff and our growing national portfolio of grantees and partners. The Database Administrator will be a high-performing, technically skilled, key contributor working across the organization with Foundation staff and closely with the Programs team. This position will serve as project lead for the ongoing development of the grants management database and will be responsible for maintaining its overall integrity and functionality. The Database Administrator will develop processes and standards for data management to enable the Foundation to gain a deeper understanding of our network data, inform our grantmaking, and help tell the story of our impact.

## **Major Areas of Responsibilities**

### **Database Redevelopment and Management**

- Serve as primary administrator for Salesforce Grants Management System (GMS) and Nonprofit Success Pack (NPSP) environment, supporting staff and grantee/Experience Cloud users
- Serve as project lead for the ongoing development of Salesforce grants management database
- Support data preparation and import, user testing, training, and staff adoption of database
- Complete regular internal system audits
- Oversee all data system maintenance, upgrades, and conversions through the planning, training and implementation phases including testing and installation
- Remain abreast of Salesforce system releases, features, and functionality
- Manage database expansion for additional grant opportunities and cross departmental use
- Adhere to database best practices and quality control measures, ensure organization security and data integrity
- Collaborate with Foundation team, web developer and/or IT support to troubleshoot database functionality, data management and/or processes
- Monitor and troubleshoot 3<sup>rd</sup> party integrations, including form tools

### **Database Reporting**

- Coordinate the timely and accurate reporting of information to support Foundation team workflow, grantmaking decisions and grantee outcomes
- Create reports and dashboards to support Foundation grantmaking efficiency
- Prepare periodic grant summary reports and projections for future grants planning
- Oversee and drive efficiencies in the creation of customizable Friends of Levitt partners and future grantee surveys

### **Training and User Support**

- Develop and provide training and ongoing support for staff and grantees
- Develop, organize, and maintain system documentation and SOPs
- Manage proper utilization of the database, including overseeing the use and maintenance of data, documentation, and reports

### **General**

- Represent organization at events, conferences, and other related activities
- Perform other duties as assigned

## **Qualifications**

- 5-6+ years database management experience
- 2-3 years Salesforce administrator experience with Salesforce Administrator certification preferred
- Experience managing or performing related technical, operational and project management responsibilities
- Experience working with Salesforce highly preferred
- Knowledge of grants management software
- Strong information technology skills with a specific focus on database management
- Strong analytical capabilities
- Ability to communicate technical details to staff and other stakeholders

- Demonstrated ability to effectively train others
- Strong active listening skills, oral and written communication skills
- Demonstrated ability to work collaboratively, and influence outcomes across functions
- Ability to manage multiple priorities and meet deadlines
- Strong organizational capabilities; detail orientation
- Ability to adapt to a new software environment and changes in technology
- Understanding of philanthropic grantmaking is desirable
- Self-motivated with high degree of initiative
- Passion for the Levitt Foundation’s mission and commitment to incorporating equity, diversity, and inclusion throughout the organization and all aspects of our work
- 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 Database Administrator” 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.