



Mortimer & Mimi Levitt Foundation Communications Manager Position Announcement

Position Title: Levitt Foundation Communications Manager
Reports to: Associate Vice President of Communications
Location: Echo Park, Los Angeles, CA; hybrid schedule
Time Commitment: Full Time
FLSA Classification: Exempt
Announcement Date: December 12, 2023
Applications Due: Open until filled
Compensation: \$5,800-6,700 per month; commensurate with experience

About the Levitt Foundation

The Mortimer & Mimi 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 to build a more equitable, healthy, and thriving future for all. 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. In 2024, more than 700 free outdoor Levitt concerts will take place in over 40 towns and cities across America, bringing joy to over 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. 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.

Position Overview

Do you believe in the power of free, live music to uplift communities and individuals? Do you want to create, curate, and publish content on behalf of a national arts foundation? If so, join Levitt's communications team as our Communications Manager!

The Communications Department shapes the branding, marketing and communications strategy for the Mortimer & Mimi Levitt Foundation, a national social impact funder working at the intersection of music, public space and community building. The Communications Department also provides communications support for its grantee partners, a national network of Levitt venues and Levitt AMP concert sites across the country.

An integral member of the department, the Communications Manager plays an important role in promoting the mission of the Levitt Foundation to strengthen communities through free live music. This position manages the creation and oversight of social media, e-newsletters, e-blasts, and website content, and supports PR and media relations efforts. The ideal candidate will be creative, detail-oriented and have a strong background in project management and writing, with design skills a plus. This is a full-time, exempt position that reports to the Associate Vice President of Communications and supervises the Levitt Foundation Communications intern(s).

Responsibilities

Manage and create communications and collateral materials, including, but not limited to, social media, e-blasts, print pieces, advertisements, blog and websites for the Levitt Foundation.

- **Eblasts and Newsletters:** Project manage, create, and distribute a robust schedule of eblasts (including *The Levitt Effect* newsletter) to the Foundation's 95K+ subscribers
 - Design and draft eblast content using Mailchimp for various audience segments
 - Manage and develop Mailchimp contact lists to support the organization's growing audiences; train colleagues, as needed; and advise on best e-communications practices
 - Schedule eblasts with the appropriate audience(s)
- **Social Media:** Manage the Foundation's social media strategy to promote awareness and build excitement for Levitt's mission and values—including regular updates to Facebook, Instagram, LinkedIn, etc.
 - Write and develop engaging, daily content that leads to measurable results
 - Coordinate nationally-focused social media campaigns with multiple stakeholders to support the national network of Levitt music venues and concert sites and the Levitt Foundation
 - Develop and maintain an ongoing social media editorial calendar
 - Monitor trends in social media tools, applications, channels, and design, and develop strategies accordingly
 - Engage affinity organizations and others via social media
 - Track and report on social media metrics on a quarterly basis
- **Website:** Manage, produce, and update mission-driven content for the Levitt Foundation website, ensuring new and consistent information is posted regularly
 - Create lively and relevant content on the Levitt Foundation website, including writing for the Levitt Now blog and short "In The News" excerpts and features
 - Perform regular and timely updates as required
 - Track, measure, and share website analytics on a quarterly basis
- **Multimedia Assets:** Under the direction of the Art Director, create and/or adapt enticing visual assets for social media, website, and eblasts
 - Help create short multimedia videos and assets to promote Levitt concert seasons, the Levitt National Tour, Levitt AMP program, #musicmoves campaign, and Levitt mission and core values, amongst other campaigns and programs
 - Design or help design graphics and collateral materials
 - Update grantee toolkits with written and visual assets and support the development of new toolkits
- **PR and Media Relations:** Support the AVP of Communications with raising and monitoring awareness of the Levitt Foundation
 - Help create media and press lists

- Manage the Communications Fellow’s monitoring and circulation of media coverage of the Foundation and Levitt grantee partners
- Manage and identify news articles to be featured on levitt.org
- **Personnel Management:** Starting in summer of 2024, serve as direct supervisor for the department’s intern(s)
 - Coordinate the interviewing, hiring, and on-boarding of Levitt Foundation communications interns
 - Manage day-to-day responsibilities of interns

The Communications Manager will perform other related duties, as assigned, including but not limited to serving as a Levitt ambassador at events on occasional nights and weekends, including, but not limited to, the annual Levitt National Convening, concerts, conferences, and other Levitt events.

Qualifications

- 4-6 years of professional experience in communications or marketing
- Possess in-depth understanding and experience with various social media platforms
- Online content creation experience
- Excellent writing and proofreading skills
- Strong creative thinking skills
- Innovative and critical thinker with strong analytical and problem-solving skills
- Strong project management skills
- Experience and skill in executing multiple projects simultaneously while meeting deadlines in a fast-paced environment, without loss of attention to detail
- High degree of initiative and entrepreneurial spirit
- Strong ability to work independently and collaboratively as part of a national team
- Passion for and commitment to Levitt Foundation’s mission
- Willingness to work flexible hours, including some nights and weekends on occasion
- Bachelor’s degree or equivalent experience

Technical Skills

- Tech-savvy with ability to learn and use new social media, graphic design, and video editing tools
- Understanding of basic graphic design principles with basic experience in Adobe InDesign and Photoshop in a Mac environment; experience in Illustrator, a plus
- Proficient in video editing software a plus
- Proficient in Microsoft Office

Application Submission

To apply, email your cover letter, resume, and writing sample (additionally, a PDF and/or link to a portfolio of your creative work is optional though helpful) to search@levitt.org, and include “Communications Manager” in the subject line.

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.