



## **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 (3 days/week in-office required)  
**Time Commitment:** Full-time  
**FLSA Classification:** Exempt  
**Announcement Date:** February 4, 2025  
**Applications Due:** Open until filled  
**Compensation:** \$5,800 - \$7,000 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 and changemakers to build a more equitable, healthy, 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 equitable 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. 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. 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](https://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? Are you both creative and detail oriented with strong project management skills and excited about trends in both public interest communications and communications software? Do you thrive in a dynamic, fast-paced environment? 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 our grantee partners, a national network of outdoor Levitt music venues and 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, eblasts, and website content, and supports PR and media relations efforts. The ideal candidate will be creative, detail-oriented, able to pivot when necessary, 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, eblasts, 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, key audiences, 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 series, national Levitt programs, #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 Associate'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](http://levitt.org)
- **General Project Management:** Proactively project manage communications tasks, projects, schedules, and a range of aspects for intra- and cross-departmental projects and initiatives, oftentimes involving multiple elements and departments across the Foundation.
  - Use project management software and/or spreadsheets to track dates and deliverables
  - Schedule meetings as required between departments to facilitate projects, including developing timelines and coordinating deliverables
  - Communicate with team members as needed to ensure timely progress toward completing deliverables
- **Personnel Management:** Serve as direct supervisor for the Communications Department's intern(s).
  - Coordinate the interviewing, hiring, and on-boarding of Levitt Foundation Communications intern(s)
  - Manage day-to-day responsibilities of intern(s)

The Communications Manager will perform other related duties, as assigned, and serve 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. Some cross-country travel, approx. 1-3 trips a year, for site visits and other events and gatherings also required.

### 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
- Strong creative thinking skills
- Strong project management skills
- Excellent writing and proofreading skills
- Experience and skill in executing multiple projects simultaneously while meeting deadlines in a fast-paced environment, without loss of attention to detail
- Innovative and critical thinker with strong analytical and problem-solving skills
- 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, upload your resume, cover letter, and writing sample to <https://jobs.appone.com/levittfoundation>. A writing sample is required, which can be attached as part of your resume. A link to a portfolio of your creative work is optional, though a plus.

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.