

## **Mortimer & Mimi Levitt Foundation**

### **Director of Operations Position Announcement**

**Position Title:** Director of Operations

**Reports to:** Executive Director

**Location:** Echo Park, Los Angeles, CA; hybrid: remote (2 days/week), office (3 days/week)

**Time Commitment:** Full-time

**Announcement Date:** December 6, 2021

**Applications Due:** Open until filled

**Compensation:** \$7,700 - \$8,700/month; commensurate with experience

#### **About the Levitt Foundation**

The Mortimer & Mimi Levitt Foundation exists to strengthen social fabric of America. We're 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 permanent Levitt venue program and the Levitt AMP [Your City] Grant Awards. In 2019, more than 550 free outdoor Levitt concerts took place in 26 towns and cities across America, bringing joy to more than 750,000 people of all ages and backgrounds. In 2020 and 2021, permanent Levitt venues and Levitt AMP concert sites nationwide innovated to uplift, connect and inspire their communities in new ways—from virtual concerts and online songwriting camps to drive-in and pop-up concerts, to a return to in-person live concerts this past summer and fall.

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](http://levitt.org).

#### **Position Summary**

The Director of Operations manages the overall administration of this evolving nonprofit organization, with the Operations team providing daily support to the Executive Director. This position manages the organization's office operations, human resources, financial reporting, and IT infrastructure. The Director of Operations plays a key role in ensuring all systems and procedures add to the efficiency of the organization so that the Foundation's mission can be realized in the most cost-efficient and effective way. This is a full-time, exempt position.

#### **Responsibilities**

##### *Finance*

- Manage the financial records and accounting database for the Levitt Foundation, including monthly reconciliations of Foundation programs, fixed asset reporting, and maintenance of the chart of accounts.

- Oversee bookkeeping duties including data entry, account transfers, and preparing monthly financial reports.
- Prepare the budget for the Operations Department, in addition to evaluating the overall Foundation budget for cost-saving opportunities.
- Oversee accounts payable, purchasing, staff reimbursements, and processing grantee funding requests.
- Oversee the Foundation's donor software system, including data entry, donation processing, donor acknowledgements, monthly reporting and reconciliations.
- Provide support for the Foundation's financial audits and annual tax form preparations, including the preparation of 1099s.

#### *Human Resources*

- Supervise the Operations Manager, who also provides support to the Executive Director.
- Manage payroll for non-exempt employees.
- Oversee employee paid time off program, including the paid time off master tracking and the Paychex time & attendance system.
- Manage employee benefits programs including 401(k), flexible spending account, employee wellness stipend, and group health plan.
- Maintain and update the Levitt Foundation Employee Handbook, organization policies and HR forms, and ensure compliance with state and federal employment laws.
- Develop and manage employee appreciation activities and events.
- Develop and manage employee relations initiatives including the annual employee feedback survey and annual review process.
- Develop and manage the employee professional development program, including identifying team and employee trainings.
- Assist in the development and implementation of diversity, equity, and inclusion initiatives, including identifying staff trainings, webinars, articles, etc.
- Manage new hire on-boarding; maintain new hire packets with current state and federal documents.
- Oversee operations internship program.

#### *Administration*

- Develop and maintain office preparedness and safety plans per CDPH, Cal/OSHA, and CDC guidelines, including office risk assessment, cleaning and disinfecting protocols, contact tracing, and reporting requirements.
- Manage vendor relationships and contracts including but not limited to insurance, IT, office design, and maintenance.
- Serve as main point of contact for office building management regarding tenant issues, maintenance requests, and fire/life safety training.
- Manage relationship with IT service provider to ensure efficient IT systems operations, including cyber security, telecommuting management, storage requirements, shared file systems, and data protection.
- Manage the Foundation's physical and electronic filing systems in accordance with the organization's records retention and document destruction policy.

#### *Levitt Network Events*

- Produce and manage logistics for national Levitt network events including the Levitt National Convening, the Levitt AMP Convening, Executive Directors Summit, and Levitt network group site visits, amongst other events and activities.

- Act as organization ambassador at events, conferences and other related activities, and support the organization's presence at such events.

#### *General*

- Manage or assist with special projects as needed.
- Perform other related duties as assigned.

#### **Qualifications**

- 5-7+ years of experience in managing the operations, administration, and office management of an organization
- Demonstrated experience developing, implementing, and maintaining policies and procedures that align with organizational values and employment best practices
- General HR experience including benefits administration, payroll, onboarding, performance evaluation, and team building
- Demonstrated experience in financial reporting and analysis including bookkeeping, budgeting, accounts payable, and tax and audit preparation; QuickBooks experience preferred
- Demonstrated ability in managing an organization's record keeping and vendor contracts
- Successful experience in event production and management
- Skilled in identifying professional development opportunities including staff trainings, webinars, and conferences, as well as education focused on equity, diversity, and inclusion "EDI"
- Strong organizational and problem-solving skills
- Experience working in the philanthropic sector is preferred, but not required
- Comfortable working in a fast-paced, deadline-driven environment
- Ability to adapt to shifting priorities
- Highly motivated individual who also excels in a collaborative setting

#### **Application Submission**

To apply, email your cover letter and resume to [search@levitt.org](mailto:search@levitt.org), including "Levitt Foundation Director of Operations" 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.