

Levitt Pavilion Los Angeles Executive Director
Position Announcement

Position Title: Executive Director

Reports to: Board of Directors

Location: Los Angeles – MacArthur Park

Announcement Date: 8/28/19, open until filled

Status: Full-time, exempt

Overview

The mission of Levitt Pavilion Los Angeles (Levitt LA) is to make live music accessible to all, creating stronger and more connected communities while celebrating the diversity of our city and beyond. Every summer, 50 FREE concerts are presented at the Levitt Pavilion in MacArthur Park, featuring acclaimed, emerging talent to seasoned, award-winning performers in a broad range of music genres and cultural programming. Since 2007, over 600,000 Angelenos have enjoyed the high-caliber entertainment at Levitt LA, bringing people of all ages and backgrounds together through the power of free, live music in a vibrant community gathering space. Levitt Pavilion Los Angeles is part of a national network of permanent outdoor Levitt music venues, each with the mission of building community through music. Learn more at levittlosangeles.org.

Position Summary

Levitt LA is seeking an experienced, high-performing Executive Director for the Levitt Pavilion in MacArthur Park. The Executive Director provides leadership to Levitt LA and is responsible for the overall operations of the organization, overseeing all aspects of onsite management of the Levitt LA concert series. This position takes the lead role in the overall operational, financial and administrative management of Levitt LA. This includes comprehensive fundraising, including cultivating and stewarding individual donors, identifying and writing grants, soliciting and securing sponsorships, and producing benefit events. The scope of responsibility also includes direct support to the Board of Directors and Board committees; strategy and oversight of bilingual (English/Spanish) marketing/communications, community relations and outreach, audience development, and curation of the summer concert series; developing strategic partnerships; and monitoring organization performance and impact.

The Executive Director will serve as the public face of the organization, clearly articulating its mission, programs and impact to increase visibility of Levitt LA and enhance the organization's community reputation and standing amongst the city's cultural offerings

The Executive Director position is an exciting opportunity for someone who wants to play an instrumental role in leading Levitt LA into a sustainable future and is passionate about the power of the arts to activate public spaces and build stronger, more interconnected, and healthier communities.

Responsibilities

Leadership

- 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 Levitt LA's mission
- In collaboration with the Board of Directors and staff, develop and implement a strategic plan to guide the organization
- Work closely with Board committees to develop and implement organization policies, goals and objectives
- Work closely with Board members to identify new Board and committee members whose talents, expertise and experience will further Levitt LA's mission and support for the organization

- Cultivate and maintain relationships with the City, elected officials and community stakeholders to deepen impact and advance the mission of the organization

Fundraising

- Develop and execute an annual fundraising plan to assure the organization's funding base is diverse and robust, including sponsorships, foundation and government grants, individual donors, and fundraisers
- Develop and maintain systems of prospect management and research
- Manage and ensure that all funder expectations are met and delivered in a timely manner

Human Resources

- Hire and supervise salaried and hourly employees, and perform human resources responsibilities in managing staff, seasonal employee onboarding, personnel policies, annual reviews and employee benefits
- Establish a positive and healthy working environment in accordance with all local, state and federal laws and regulations

Financial Planning, Operations Management & Program Oversight

- Develop and manage an annual operating budget of approx. \$850,000 as approved by the Board of Directors and according to the organization's financial policies and processes
- Manage all daily activities of the organization, including financial transactions and accounting; ensure accurate reporting of finances and activities; ensure operations align with organization policies
- Coordinate with City departments regarding venue maintenance, site improvements and necessary City resources
- 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
- Oversee and ensure collaborative, productive and respectful relationships with Community Advisory Council members, key stakeholders, community partners, and other related constituent groups
- Oversee and ensure a strategy and effective implementation of bilingual (English/Spanish) communications, including marketing, public relations, social media and grassroots outreach; assist with public relations efforts

Risk Management

- Identify, assess, and inform the Board of Directors of internal and external issues that affect or have the potential to affect the organization; develop strategies and implement plans to address any such issues
- Conduct all actions necessary to maintain Levitt LA's 501(c)(3) status and ensure compliance with all local, state and federal regulations regarding Levitt LA's nonprofit status and charitable solicitation registrations

Qualifications

- Bilingual Spanish and English, preferred but not required
- 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
- Previous experience working closely with a Board of Directors
- Strong leadership qualities, superb interpersonal skills, and willingness to work hands-on in executing Levitt LA's strategies
- Self-motivated with a high degree of initiative and entrepreneurial spirit
- Exceptional budgeting and fiscal management skills
- Previous experience with marketing and public relations
- Excellent public speaking and written communication skills
- Outgoing, approachable and effective relationship-builder

- Innovative and strategic thinker with strong analytical and problem-solving skills
- Strong ability to cultivate the creative ideas of others, connect ideas and project potential outcomes
- Superior skills in organization and staff management, setting KPIs and meeting goals
- Familiarity with Microsoft Office products, Mac operating system, and Google Drive
- Familiarity with the histories and cultures of LA's diverse communities; knowledge of the communities in the MacArthur Park-Westlake/Pico-Union area and surrounding neighborhoods, a plus
- Willingness to work flexible hours, including nights and weekends, especially during concert season
- Ability to commit to being on site at the concerts throughout the series, Thursday through Sunday evenings from beginning June through beginning September, including pre-concert set-up and post-concert breakdown
- Bachelor's degree or equivalent experience required
- Valid driver's license and current insurance required, with access to automobile to use during working hours; mileage and parking will be reimbursed by organization on a monthly basis

Application

Please email cover letter, resume, and salary requirements to edsearch@levitt.org, including "Executive Director" in subject line.

Compensation commensurate with experience. Competitive benefits package, including health insurance and 401k. EEO/AAW employer.