

Friends of Levitt Pavilion Dayton

~ JOB POSTING ANNOUNCEMENT~

Executive Director

Full-Time/Exempt Position

Salary Range: \$50,000-\$70,000

About Friends of Levitt Pavilion Dayton (FLPD):

Friends of Levitt Pavilion Dayton (FLPD) is a nonprofit organization founded in 2016 to launch, program, and fundraise for the Levitt Pavilion Dayton in partnership with the City of Dayton and the national Mortimer & Mimi Levitt Foundation. The Levitt Pavilion will be part of the national Levitt network of outdoor music venues and will present an annual summer series of 50 free professional concerts, from acclaimed emerging talent to seasoned award-winning performers in all music genres. FLPD is committed to building community through music, celebrating the diversity of the Dayton region, collaborating with community groups and other nonprofits in activating the Levitt Pavilion, and enriching lives through arts access. The Levitt Pavilion will become an anchor cultural asset in Dayton and the Miami Valley, providing residents of all ages and backgrounds the experience of high caliber entertainment in a welcoming, open lawn setting.

Visit <http://www.levittdayton.org/> and <https://www.levitt.org/> to learn more about FLPD, the national Levitt network, and the Levitt Pavilion, which is scheduled to open in 2018.

Position Purpose:

The Executive Director provides leadership to Friends of Levitt Pavilion Dayton (FLPD) and Levitt Pavilion Dayton and is responsible for the overall operations of the organization, including the realization of the organization's values, vision, and mission. The scope of responsibility includes direct support to the Board of Directors and Board committees; coordination and collaboration with key stakeholders such as the City of Dayton and national Mortimer & Mimi Levitt Foundation; comprehensive fundraising; marketing, community outreach and audience development; artistic management; monitoring organization performance and impact; and the overall operational, financial, and administrative management of FLPD/Levitt Pavilion Dayton.

Education and Work Experience:

Bachelor's degree (or commensurate professional experience) and seven (7) years of management experience (nonprofit, performing arts preferred) including five (5) years of development experience with demonstrated success in securing sponsorships, individual donations and grants, and/or producing benefit events.

Leadership and Governance

- Support the board of Directors in developing a vision and strategic plan to guide the organization
- Provide support to and work closely with FLPD Board of Directors, to ensure strong fiscal health, identify and secure contributions, sustain positive government and community relations, increase overall organization visibility, and advance FLPD's mission
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Oversee and ensure the annual series of 50 free concerts is produced at the highest professional standards and meets national Levitt programming guidelines
- Serve as public face of organization, clearly articulating its mission, programs and impact to increase visibility of Levitt Dayton and enhance the organization's community reputation and standing

- Establish a positive, healthy, and safe work environment in accordance with all appropriate laws and regulations

Financial Performance and Viability

- Secure contributions from foundations, corporations, and individuals for capital and operations campaigns and work closely with FLPD Board of Directors in reaching campaign goals
- Develop and manage annual operating budget of \$600,000+ as approved by the Board of Directors and according to set organization finance policies and processes
- Develop and execute annual fundraising plan to assure the organization's funding base is diverse and robust, including securing corporate sponsorships, identifying foundation and government funding sources, writing grants, cultivating individual donors, and producing benefit events
- Conduct all actions necessary to maintain FLPD's 501(c)(3) status and ensure compliance with all federal, state, and local regulations regarding FLPD's nonprofit status and charitable solicitation registrations
- Ensure the fiscal integrity of FLPD and Levitt Pavilion Dayton, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization, ensuring sound bookkeeping and accounting procedures are followed

Community Relations and Advocacy

- Develop and manage all communications including marketing, public relations and social media
- Cultivate community relationships and develop strategic partnerships with local organizations
- Develop outreach initiatives and programming that are inclusive of communities which comprise the Dayton region's population
- Manage and ensure that all funder expectations are met and delivered in a timely manner
- Maintain relationships with City of Dayton, elected officials, and community stakeholders

Operations, Program Planning, and Management

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization and manage all daily activities of the organization
- Coordinate with the City of Dayton and national Mortimer & Mimi Levitt Foundation throughout the construction of the Levitt Pavilion and site improvements, providing regular updates to the Board of Directors
- Coordinate with City of Dayton departments regarding facility issues, production needs, and necessary resources
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate
- Coordinate regular Board of Directors meetings, including preparation of agenda and materials in collaboration with the Board Chair
- Establish strong working relationships with Board members, facilitating an environment for active participation and involvement beyond Board meetings
- Work closely with Board members in identifying new Board and committee members whose talents, expertise, and experience will further FLPD's mission and support for the organization
- Ensure that personnel, client, donor, and volunteer files are securely stored and privacy/confidentiality is maintained
- Other duties as assigned by the Board of Directors

Human Resources Planning and Management

- Hire and supervise salaried and hourly employees; perform human resources responsibilities in managing staff, personnel policies, annual reviews, and employee benefits
- Identify and oversee independent contractors, providing necessary collaboration and support to assure timely contract deliverables
- Develop strategy to effectively recruit, manage and utilize volunteers during summer concert season and year-round

Knowledge and Skills:

- Previous experience working closely with a Board of Directors
- Exceptional budgeting and fiscal management skills
- Previous experience with marketing and/or public relations
- Excellent presentation and written communication skills
- Strong communicator, able to effectively share FLPD's mission with corporate leaders, foundation officers, individual donors, and the general public
- Innovative and strategic thinker with strong analytical and problem-solving skills
- Strong leadership qualities and superb interpersonal skills
- Transparent and high integrity leadership
- Superior skills in organization management, setting and managing competing priorities, delegating, and meeting deadlines in a fast-paced environment
- Passion for and commitment to FLPD's mission
- Self-motivated with high degree of initiative and entrepreneurial spirit
- Energetic willingness to work hands-on in executing FLPD's strategies, initiatives and programs
- Willingness to work flexible hours including nights and weekends during concert season, and some nights and weekends during the rest of the year.

Send résumé and cover letter via fax or email to:

The Levitt Pavilion Dayton

info@levittdayton.org

FAX: 937-227-3717

Closing Date: Friday, March 31, 2017

The Levitt Pavilion Dayton is an Equal Opportunity Employer.