



POSITION DESCRIPTION: DIRECTOR OF COMMUNICATIONS

ORGANIZATION:

Established in 1980, and now with over \$700 million in assets, the Leon Levine Foundation (TLLF) supports nonprofits in North and South Carolina that specialize in education, healthcare, human services, and Jewish values. Based in Charlotte, N.C., the Foundation invests in nonprofits with strong leadership, a track record of success, and a plan for financial sustainability. Through its investments, the Foundation intends to create pathways to self-sufficiency, champion strategies for permanent change, and facilitate opportunities for growth.

OPPORTUNITY:

Every day, you will be surrounded by smart, motivated, collaborative teammates with varied life experiences who have been successful in other industries and decided to dedicate their working years to lifting up others. Come join some of the most dedicated philanthropists in the region in a traditional yet dynamic setting. After celebrating TLLF's first 40 years of giving, join the team as the Foundation looks forward to many more decades of impact at one of the largest private grantmaking foundations in the mid-Atlantic.

TLLF seeks employees from diverse backgrounds, faiths, and life experiences to join the team. It is critical to TLLF's success that this diversity is celebrated and can truly flourish. The Foundation continues to work to create an equitable workplace where all good ideas rise to the top. For more information, please visit www.leonlevinefoundation.org.

REPORTS/RELATIONSHIPS:

This position will report to the Senior Vice President and be part of the Foundation's leadership team, the Management Advisory Committee.

BASIC FUNCTIONS:

The Director of Communications will lead TLLF's communications function in close partnership with the senior leadership team and board of directors. TLLF is undergoing significant growth, and this newly created position will play an influential role by providing both strategic leadership and hands-on tactical execution of the organization's marketing and communications efforts.

Specific duties will include, but not necessarily be limited to:

- Develop and execute a communications and marketing strategy elevating TLLF's mission, values and work. Develop metrics for analysis to ensure efforts are leveraging philanthropic work and leading to increased impact.
- Manage and expand internal and external communication efforts. Develop consistent and clear content for the different audiences: internal (staff and board) and external (nonprofit partners, peer foundations, the broader public, etc.)
- Develop clear content and materials (e.g., grant opportunities, grant awards, publicizing

outcomes of grants and investments) to provide information about the Foundation's work to key stakeholders

- Manage press and media relations and elevate visibility for TLLF's key areas of impact and grantees. Support TLLF staff and Board in finding and developing communications opportunities.
- Work with internal "teams" (mission areas, investments, research and evaluation, information management, etc.) to better tell their stories internally and externally.
- Manage the communications budget and oversee external contractor(s) and consulting firms to ensure alignment with overall communications and brand strategy.

REQUIREMENTS:

- 10+ years of professional experience in the communications and/or marketing field, preferably with experience in influencing policy.
- Proven experience in designing and executing comprehensive marketing and communications strategies for service-oriented organizations.
- Demonstrated success in managing teams, including freelancers and external consultants.
- Bachelor's degree required; master's degree in communications, marketing or related field preferred.

RELEVANT TRAITS:

- Strong internal drive for achievement in all endeavors, typically supported by adaptability to changing circumstances and the resiliency to overcome setbacks.
- Objective and logical decision-maker with an ability to find creative and impactful solutions to challenging problems.
- High degree of personal integrity, along with curiosity and humility to learn about and from others.
- High commitment to service and a passion for driving the mission of the Foundation.
- Exceptional writing and storytelling skills; ability to craft and convey narratives that resonate across audiences.
- Strong project management and people skills; ability to navigate competing priorities, work and achieve alignment across teams and manage external contractors.

COMPENSATION:

Compensation will be commensurate with experience including a competitive base salary, bonus opportunity, and competitive benefits package.