



POSITION DESCRIPTION: PROGRAM ASSISTANT

ORGANIZATION:

Established in 1980, the **Leon Levine Foundation** (TLLF) supports nonprofits in North and South Carolina that specialize in education, healthcare, human services, and Jewish values. Now with more than \$1.5 billion in assets, The Leon Levine Foundation continues to grow and is one of the largest private foundations in the country. 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 empowers underserved Carolinians to self-sufficiency and strengthens the Jewish community.

REPORTS/RELATIONSHIPS:

This position will report to the Senior Program Officer and will also support the Program Officers throughout the grantmaking process.

BASIC FUNCTIONS:

The Program Assistant (PA) provides administrative support to the human services and Jewish values mission area.

- The PA supports grantmaking in the human services mission area to create opportunities for motivated and resilient individuals and families to attain self-sufficiency by preventing and addressing personal crises, securing housing and financial stability, and supporting the well-being of vulnerable populations.
- The PA also supports grantmaking in the Jewish Values mission area to preserve Jewish values by fostering Jewish identity and enhancing Jewish communities across the Carolinas.

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

- Track grant applications, transfer data into a CRM database, maintain and print reports.
- Schedule meetings, track invitations, and coordinate travel arrangements
- Review and manage documents.
- Take minutes during strategy meetings and disseminate accurate notes to meeting attendees.
- Demonstrate a strong understanding of the mission, vision, and values of TLLF and be able to express them clearly and represent them internally, to potential grantees and to the public.
- Provide support, as requested, for all TLLF activities and complete special projects and assignments as needed.
- Performs other related duties as assigned.

QUALIFICATIONS:

- Bachelor's degree required.
- 7+ years of professional experience in an administrative role.
- Extensive experience with the MS Office Suite required.
- Salesforce, CRM/database experience strongly preferred.
- Strong organizational skills and the ability to handle multiple tasks simultaneously.
- Ability to work well independently and collaboratively as part of a team.
- High level of self-motivation and drive for achievement in all endeavors.
- Ability to adapt to changing circumstances and resiliency to overcome setbacks.
- Strong personal integrity, along with curiosity and humility to learn about and from others.
- High level of emotional strength, demonstrating the ability to make logical decisions and regulate emotions under stressful situations.
- Excellent written and verbal communication skills.
- Proven attention to detail and accuracy.

BENEFITS

- Competitive salary, bonus, and discretionary grant pool
- Eligible for review and performance-based compensation adjustment each June 30
- 401(k) with a 5% company match
- Employee Health Insurance (75% employer paid premiums)
- Employee fully paid dental, disability, and life insurance
- 15 days of annual leave, prorated for the first year and increases with continued employment, along with 10.5 paid holidays and paid sick leave.
- Lifestyle Spending Account
- Opportunity to work on meaningful projects that make a real difference in the world
- Collaborative and supportive work environment
- Professional development opportunities