

Levitt Pavilion Dayton

~ JOB POSTING ANNOUNCEMENT~

Director of Community Relations and Partnerships

Organization Purpose:

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 is part of the national Levitt network of outdoor music venues and presents 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 has 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.

Position Purpose:

The Director of Community Relations and Partnerships will provide leadership to Levitt Pavilion Dayton in the areas of donor management and partnership cultivation; and oversight of the continued engagement with existing key stakeholders. The Director of Community Relations and Partnerships is Levitt Dayton's key community liaison, interfacing regularly with community organizations, neighborhood associations, schools, government offices and agencies, and other local entities to create awareness of the summer concert series, develop active partnerships, and garner support for the concerts. This position is responsible for Levitt Dayton's volunteer program, including recruitment and management, leading up to and throughout the summer concert series. This position also takes an active role in fundraising for Levitt Dayton, including cultivating and stewarding individual donors, identifying and writing grants, and supporting the delivery of benefits for corporate sponsorships. The scope of responsibility includes delivering an exceptional customer experience for the sponsors, donors, concert attendees, volunteers and others who are connected to Levitt Dayton and participating with the leadership team in the programming of a culturally diverse concert season. Qualified candidates should demonstrate a passion for and commitment to Levitt Pavilion Dayton's mission. This position reports directly to the Executive Director and is a full-time, exempt position.

Education and Work Experience:

Bachelor's degree (or commensurate professional experience) and minimum of three (3) years of either business development, fundraising or community engagement experience. Must show demonstrated success in developing highly loyal organizational relationships in the community. Event planning and execution helpful. Must have the ability to pass a background check and drug test.

Core Responsibility: Cultivate key partnerships in the community to strengthen Levitt Dayton

- Create and implement a community relation and outreach plan, identify opportunities for collaboration and engagement
- Play the lead role in developing audiences that represent the diversity of Dayton through community relations and outreach efforts through a Levitt Connect: COMMUNITY program of pop-up concerts

- Establish and maintain collaborative working relationships with community entities including government offices and agencies, local businesses, schools, and area organizations such as nonprofits representing a range of services and programs, faith-based communities, neighborhood councils, etc.
 - Manage and expand a robust community partners program with activation on-site at the Levitt Pavilion throughout the concert series
- Identify and work with community partners for education and engagement opportunities for the Levitt Connect: INSPIRE program
 - Work with artists to create opportunities to connect with community partners
 - Serve as the primary liaison for the summer camp held at Levitt Dayton; collaborate with the teaching artists to ensure the best possible outcomes for the camp attendees
- Identify prospective individual donors and develop strategies to cultivate relationships and secure donations; develop and implement successful donor relations strategies
 - Support the securing of sponsorships from local businesses; ensure the successful delivery of agreed sponsor benefits
 - Support the grant process by helping to identify grant opportunities and write proposals; manage grant awards by ensuring deliverables are met and reporting is complete
 - Develop and maintain systems of prospect management and research through the donor database
 - Work with the leadership team to create a benefit or membership program to support cultivation of annual fund donors
 - Support the execution of cultivation events for donors and VIP's
- Develop and execute a comprehensive volunteer recruitment strategy to ensure sufficient support for all summer concerts
 - Serve as a primary spokesperson for the volunteer program and its needs by clearly articulating to external audiences Levitt Dayton's mission, and the opportunities for amazing people to volunteer with Levitt Dayton
 - Develop and implement outreach strategies to recruit, manage, and sustain concert series volunteers; conduct training and thorough onboarding process leading up to and throughout summer concert series; provide volunteers with ongoing support to ensure retention; facilitate volunteer recognition and appreciation
- In collaboration with Levitt Dayton team members, manage on-site Lawn activation throughout the concert series, including but not limited to pre-concert activities, community partners, and sponsors
- Collaborate with the Director of Marketing and Communications in developing Levitt Dayton social media content to ensure relevancy with local community, as well as increase audience engagement and program visibility
- Collaborate with the Director of Marketing and Communications in the production, design and content of concert series promotion, both print materials and online, as pertaining to community partners and sponsors

Key Responsibility: Oversight of the experience for all constituents of Levitt Dayton

- Work with the leadership team to develop the programming strategy for the performance season
- Oversee the Outreach and Community Engagement Committee and the execution of a high level quality experience for guests of the pavilion
- Oversee the Events Committee when planning fundraising events for Levitt Dayton
- Oversee volunteers to ensure they are set up for a successful shift
- Oversee VIP decks and partnerships during concerts
- Recognize sponsors onsite with accuracy and consistency
- Manage arrangements and hospitality for VIP guests when visiting
- Ensure that the community feels welcome
- Ensure volunteers, interns and vendors are thanked and acknowledged

Knowledge and Skills:

- Ability to develop and implement a outreach and community engagement plan successfully
- Proven track record in developing successful and effective community partnerships
- Proven track record in soliciting and securing donations and sponsorships
- Self-motivated with high degree of initiative
- Strong leadership qualities with ability to work independently and collaboratively in a team environment
- Strong ability to work effectively in a fast-paced environment, while maintaining high attention to detail
- Strategic thinker with strong problem-solving skills and ability to anticipate partner needs and address challenges effectively
- Outstanding interpersonal skills, with ability to adapt in a variety of settings
- Strong ability to multi-task and manage multiple, often competing, priorities and pace workload to meet project benchmarks and deadlines
- Excellent ability to work and communicate effectively, professionally, and considerately in diverse environments and within diverse communities
- Excellent organizational skills and detail oriented
- Ability to be a driver to achieving goals and a strong self-starter
- Proven skills in successful event management and customer service
- Ability to manage volunteers
- IT competent; familiarity with Microsoft Office products
- 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.

This job description in no way states or implies that these are the only duties to be performed by the employee. Employees will be expected to follow any other job-related instructions and to perform any other job-related duties requested by any person with authority to give instructions or assignments.

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

Compensation and Benefits: The compensation is \$55,000-\$60,000, commensurate with qualifications and experience. This position is eligible for benefits, paid time off and professional development opportunities.

Application Process: Qualified candidates should send cover letter and résumé via email to The Levitt Pavilion Dayton at info@levittdayton.org. Closing Date: JANUARY 4, 2022

The Levitt Pavilion Dayton is an Equal Opportunity Employer.