



POSITION DESCRIPTION: Office & Event Manager

ORGANIZATION:

L&L Management, Inc., based in Charlotte, N.C., is a family office formed in 2005 to manage the financial, investment and administrative needs of individual family members and related entities, including The Leon Levine Foundation. Services include personal accounting and reporting, cash flow planning, bill pay and expense reporting, tax planning, investment and balance sheet administration, legal oversight, insurance management, employee benefits, human resources, and concierge services.

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.

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 will supervise the Administrative Assistant while working closely with all team members.

BASIC FUNCTIONS:

TLLF is undergoing significant growth, including moving into a new office with publicly accessible space, and this newly expanded position will be responsible for overseeing daily office operations and managing internal and external events. This role requires a highly organized and proactive professional with strong communication and planning skills who can create procedures, manage logistics, and foster a welcoming, efficient office environment.

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

- Manage and maintain daily office operations, including facilities, supplies, equipment, and vendor relationships.
- Supervise the Administrative Assistant and ensure effective front-desk operations, visitor experience, and administrative support.
- Develop and implement office policies and procedures that enhance workflow and efficiency.
- Liaise with building management, IT support, and service providers to resolve facility or technology needs.
- Oversee office budgets related to operations and events, including approval of purchases and vendor contracts.
- Coordinate employee onboarding and offboarding processes, including workspace setup and systems access.
- Manage the layout and space planning of offices and common areas to meet evolving team needs.
- Lead planning and execution of internal events such as staff retreats, team-building activities, and special celebrations.
- Coordinate logistics and vendors for meetings, conferences, and staff gatherings.
- Promote employee engagement through activities that support a strong and inclusive workplace culture.
- Schedule and support staff travel for events, off-site meetings, and retreats.
- Assist with internal communications related to office and event planning.
- Create and manage procedures for external organizations to use TLLF office and conference space, including scheduling, approvals, and access.
- Serve as the main point of contact for outside groups using the space, assisting them with logistics, setup, and technology needs.
- Ensure that all use of the space reflects the Foundation's standards of professionalism, hospitality, and excellence.
- Maintain a safe, clean, and professional office environment that reflects the values and image of the Foundation.
- Assist with special projects and initiatives as required.

REQUIREMENTS:

Bachelor's degree in business administration, hospitality, nonprofit management, or related field.

5–8 years of experience in office management, event planning, or operations.

Strong organizational and time-management skills with the ability to manage multiple priorities effectively.

Experience supervising staff and coordinating across departments.

Excellent interpersonal and written communication skills.

High attention to detail, professionalism, and a proactive, problem-solving mindset.

Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Teams).

Ability to work both independently and collaboratively in a fast-paced environment.

Commitment to high-quality service and maintaining a welcoming and inclusive workplace.

Experience with event logistics, hospitality, or facilities management is a plus.

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