



## **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 \$2.1 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 reach self-sufficiency and strengthens the Jewish community.

### **REPORTS/RELATIONSHIPS:**

This position will report to the Program Director and will support the Program Team throughout the grantmaking process.

### **BASIC FUNCTIONS:**

The Program Assistant (PA) provides administrative support to the education and healthcare mission area. 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.
- 4+ years of professional experience in an administrative role.
- Extensive experience with the MS Office Suite required.
- CRM/database experience is 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 and discretionary grant pool
- Eligible for review and performance-based compensation adjustment each June 30
- 401(k) with a 5% company match and 3% company contribution
- Employee fully paid health insurance, dental, vision, disability, and life insurance
- 20 days of paid time off prorated for the first year and increased to 25 days after 2 years of service, along with 10.5 paid holidays and paid sick leave.
- Lifestyle Spending Account
- Student Loan Repayment of \$100 per month, up to \$1,200 yearly with a \$10,000 lifetime max
- Opportunity to work on meaningful projects that make a real difference in the world
- Collaborative and supportive work environment
- Professional Development opportunities

The Leon Levine Foundation supports an environment that is free of harassment and retaliation and does not discriminate on the basis of race, color, religion, sex, national origin, disability, veteran status, age, or any other status protected by federal, state, or local laws.