



POSITION: Communications & Community Engagement Manager

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 reports to the Director of Communications and serves as a strategic partner to Foundation staff, working across departments and with nonprofit partners, community leaders, residents, vendors, and other stakeholders to strengthen relationships, elevate community voice, and communicate the impact of the Foundation's philanthropic investments.

KEY RESPONSIBILITIES:

The Communications & Community Engagement Manager advances The Leon Levine Foundation's mission through strategic communications, community engagement, and impact storytelling. This position leads the development of communications that strengthen relationships with partners and stakeholders, elevates community voices, and communicates the impact of the Foundation's philanthropic investments.

- Develop compelling written and visual content across multiple platforms, including the Foundation's website, social media channels, newsletters, annual reports, impact reports, videos, graphics, and other digital and print communications.
- Lead the Foundation's impact storytelling efforts by identifying, capturing, and sharing authentic stories that demonstrate the outcomes of philanthropic investments and elevate community voices.
- Partner with program staff to design and facilitate meaningful community engagement opportunities, including convenings, listening sessions, learning exchanges, workshops, and site visits.
- Gather community perspectives and partner insights to strengthen organizational learning and inform communications strategies and Foundation initiatives.
- Manage the Foundation's website content, ensuring information is accurate, current, and aligned with organizational priorities and brand standards.

- Manage the Foundation's social media platforms, overseeing content strategy, editorial planning, audience engagement, and performance measurement.
- Monitor communications performance through analytics and audience insights, recommending data-informed improvements.
- Coordinate communications projects across departments while managing multiple priorities, timelines, and strategic initiatives.
- Support Foundation events and special initiatives through communications planning, content development, and stakeholder engagement.

QUALIFICATIONS

- Bachelor's degree in Communications, Public Relations, Journalism, Marketing, Nonprofit Management, or a related field, or equivalent professional experience.
- 5-7 years of progressively responsible experience in communications, public relations, digital communications, nonprofit communications, community engagement, or a related field preferred.
- Demonstrated success developing and executing strategic communications plans and managing integrated communications initiatives.
- Exceptional writing, editing, interviewing, and storytelling skills with the ability to communicate complex ideas clearly and effectively.
- Experience producing multimedia content campaigns, including digital storytelling, photography, video, graphic design, social media, and publications.
- Experience managing websites, content management systems, email marketing platforms, social media platforms, and communications analytics.
- Demonstrated ability to build and sustain relationships with diverse stakeholders, community partners, and organizational leaders.
- Experience planning and facilitating community engagement activities, convenings, stakeholder outreach, or similar initiatives preferred.
- Experience working in philanthropy, nonprofit organizations, advocacy, or community-based organizations preferred.
- Ability and willingness to work on-site five days a week.
- Willingness and ability to travel to occasional external meetings, community events, and convenings.

KEY COMPETENCIES:

- Excellent organizational and project management skills with the ability to manage multiple priorities and deadlines.
- Strategic thinker with exceptional attention to detail and sound editorial judgment.
- Outstanding verbal and written communication skills.

- Strong interpersonal skills with the ability to build trust and cultivate meaningful relationships across diverse audiences.
- Highly collaborative, with the ability to work independently and effectively across cross-functional teams.
- Creative problem solver who anticipates needs, exercises sound judgment, and demonstrates initiative.
- Skilled facilitator who values community knowledge, lived experience, and authentic engagement.
- Strong analytical skills with the ability to interpret communications metrics and recommend continuous improvements.
- Internally driven, dependable, and committed to delivering high-quality work.
- Lifelong learner who demonstrates curiosity, adaptability, and a desire for continuous improvement.
- Deep alignment with the Foundation's mission, values, and commitment to impact.

BENEFITS:

- Competitive salary and discretionary grant pool
- Eligible for review and performance-based compensation adjustment each June 30
- 401(k) with 3% contribution and 5% company match
- 100% employer – paid coverage for employees' health, dental, vision, disability, and life insurance
- 20 days of annual leave, prorated for the first year and increases to 25 days after 2 years of service, along with 10.5 paid holidays and paid sick leave
- Student Loan Repayment of \$100 per month, up to \$1,200 yearly with a \$10,000 lifetime max
- Lifestyle Spending Account
- Financial Wellness opportunities
- 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.