

## Levi Strauss Foundation

**Job Title:** Program Manager, (Europe, Middle East, Africa) – based in Brussels, Belgium  
**Reports to:** Executive Director, Levi Strauss Foundation  
**Effective Date:** January 3, 2011

### Job Purpose

- Develops and implements corporate philanthropic programs with a focus on Europe, Middle East and Africa on behalf of the Levi Strauss Foundation. Supports the Foundation's mission to advance the rights and well being of underserved people in places where Levi Strauss & Co. has a business presence through the following strategies:
  - Creating asset building opportunities,
  - Promoting the rights and well-being of apparel workers, and
  - Confronting HIV/AIDS stigma and discrimination.
- Acts as advisor or partner to business on community and citizenship issues.

### Critical Results

- Philanthropic grants in Europe, Middle East and Africa that strategically align with the Foundation's global giving priorities, facilitate the Foundation's vision of long-term social change in the community, and are measured to assess performance, progress and impact.
- Key advisor to business on community and corporate citizenship issues.
- Grantmaking activities adhere to departmental requirements, regulations and best practice models
- Key spokesperson for foundation and company.

### Key Responsibilities & Accountabilities

- Accountable for community investment and relations in Europe, Middle East and Africa on workers' rights, asset building and/or HIV/AIDS that advance global strategies and supports relevant corporate citizenship strategies (70%)
- Acts as a key spokesperson and communicator for foundation and company (20%)
- Consults with business as a key advisor on community and corporate citizenship issues (10%)
- Craft communication materials (memos, presentations, etc.) for various audiences that captures the essence of the work

*Annual Operating Budget (Grants and Administration): Approximately \$1 million*

### Job Requirements

- **Education:** Bachelor's Degree in social sciences, public/international affairs, or equivalent work experience.
- **Experience:** At least five years experience in some or all of the following areas: grantmaking, project management, employee volunteerism and community work addressing social issues. In-depth knowledge and experience in at least one of the Foundation's strategic grantmaking areas (workers' rights, HIV/AIDS and asset building). May come from one or a combination of the following areas:
  - Private sector/corporation
  - Non-governmental or inter-governmental organization
  - Public sector/government

- Professional competencies
  - Strategic, critical and creative thinking skills – including ability to synthesize large amounts of information into a coherent, vision, strategy and plan
  - Current knowledge of issues and trends in the NGO sector, human rights, corporate citizenship and global social issues
  - Organized, meticulous and timely in program implementation
  - Excellent communication skills, verbal and written
  - Financial literacy in order to understand grant budgets and financial statements
  - Ability to perform due diligence on prospective grantees
  - Bilingual in English and other language(s)
  
- Leadership experience: Must be able to engage and manage a complex network of LSF partners such as grantees, NGOs, advocacy groups, and company colleagues (e.g., Corporate Affairs, Supply Chain Social and Environmental Sustainability, brand and marketing)
  
- Personal attributes:
  - Strong sense of humanity and social justice, with a personal and professional passion to improve the community
  - Team player with superb interpersonal and leadership skills
  - Self-starter with a positive outlook and a sense of humor

Job requires ability to use strategic thinking skills to identify critical information needed to develop plans and make sound decisions. Asks the right questions, uses advisors to make decisions and challenge assumptions.

Job requires the following physical activities: General office environment activity and domestic and international travel (approximately 20-30 percent time)

To apply, please submit a cover letter and resume/CV to [eramirez@levi.com](mailto:eramirez@levi.com). No questions, please.

*Disclaimer: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required of individuals in the job.*