



JOB SPECIFICATION FOR

Program Officer

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ABOUT US

Founded in 2001, Center for Cultural Innovation is a national nonprofit 501(c)(3) organization headquartered in Los Angeles, California. Grounded in its mission to support culture-bearers, creative entrepreneurs, and other individuals in the arts, CCI works – often with and through cross-sectional networks – to incubate new paradigms of cultural, economic, and political empowerment that can enable financial sustainability and financial self-determination for all.

CCI's core program areas are:

- Knowledge Building & Networking, wherein we regularly produce workshops and convenings to share knowledge and foster connections among our stakeholders of artists, funders, allies, and investees.
- Strategic Investments, which include our grantmaking portfolio of funding opportunities for individual artists and arts workers, as well as our national time-limited initiative, *AmbitioUS*, which supports the development of alternative economic systems that center culture and community.
- Research, Advocacy, & Incubation, which is realized through our Research to Impact Lab, an initiative that advances reimagined worker and social protections for all.

Further information about CCI's history and ongoing work can be found at cciarts.org, and information about our *AmbitioUS* and Research to Impact Lab initiatives can be found at ambitio-us.org and solcenter.work, respectively.

OVERVIEW AND ROLE DESIGN

The Program Officer is responsible for managing the full cycle of CCI's grantmaking portfolio for individual artists and arts workers, ensuring that each deadline-based program runs smoothly and on time. We are excited to expand CCI's core capacity through this opportunity that directly supports individual artists, culture bearers, and creative entrepreneurs. Utilizing a combination of technology platforms and established processes, this role will manage all operational details related to a program's grant guidelines, application, diligence, reviewer management, reporting, and related data management. Additionally, as an ambassador who represents CCI publicly in the field, the Program Officer will be responsible for fostering and maintaining positive relationships with multiple stakeholder groups that include applicants, grantees, panelists, as well as funders. Specific responsibilities include:

Grants Portfolio Management

- Manages all stages of CCI's grantmaking portfolio's recurring opportunities, which includes crafting and updating ephemera, building applications and report forms, and hosting information and drop-in sessions. This team member drives outreach, screens applicants for eligibility, drafts funding recommendations, and compiles due diligence materials for docket reports.
- Recruits and trains panelists, prepares panel review materials, and facilitates panel reviews; sends applicant notifications.
- Prepares grant agreements and applicant feedback. Collects grantee reports, images, quotes, and testimonials while conducting program-related research and generating research summaries.
- Performs administrative tasks such as calendaring information sessions and orientations, and documents tasks and processes in project management platforms such as Basecamp and Monday.com.
- Provides customer service and technical assistance by monitoring role-based inboxes and responds to inquiries and questions with sensitivity, empathy, promptness, discretion, and commitment to maintaining confidentiality.
- Problem-solves by troubleshooting programmatic challenges and recommends solutions and collaborates with the grants team members to continuously improve and streamline grants-related processes.

Strategic Planning, Evaluation, and Reporting

- Plans and collaborates with Deputy Director for annual and strategic planning to keep programs and grantmaking practices fresh and resonant, and works with the team to set annual grants calendar.
- Responsible for ensuring that all programs collect consistent data to drive success and use metrics for future program support.
- Supports data management via Salesforce by adhering to data protocols and data entry procedures and maintaining accurate applicant and grantee data for periodic analysis and reporting.
- Supports crafting content and generating data needed for proposals and reporting to various stakeholders, including institutional funders and for CCI's Annual Report.

Communication and External Stakeholder Relationship Management

- Designs promotional digital and print communications regarding CCI grants and other opportunities and supports development of press kits and press releases. In addition, supports CCI's monthly e-newsletter, contributing content, and researching events and opportunities of interest to the field.
- Posts program-related content on CCI's various social media channels as well as posting promotional content provided by partners and grantees. Generates reports on social media activity as requested.
- Updates program-related content on website in addition to updating images and testimonials with grantee-approved quotes and other documentation.
- Attends, supports, and participates in various CCI programs events, and workshops as a CCI Ambassador in addition to non-CCI events in the field.
- Stewards funder relationships to ensure CCI is supportive of funders' needs and funders are supportive of our values and the value of supporting arts workers.
- Cultivates new funder relationships to widen CCI's network and visibility in the field, and generate opportunities for collaboration and partnership.

The Program Officer will report directly to the Deputy Director and will work in collaboration with the Grants team which includes another Program Officer and the Systems & Grants Manager. The Program Officer will also support other areas of CCI's programs as needs arise. CCI has two physical office locations in Los Angeles and San Francisco, but operates permanently as a remote-work workplace, with on-site presence on an as-needed basis. Additionally, a substantial portion of the grant portfolio that this role will manage is geographically specific to California. As such, we prefer candidates who are based in California, or can maintain substantially overlapping work hours with the Pacific Time zone, and at times, work unconventional and irregular hours. Occasional travel to attend key meetings and participate in conferences is expected.

OUR CULTURE

If the following describes you, we would be very excited to connect with you:

- Humility in learning. CCI is a place of deep listening and unlearning; conventionally trained expertise is less valued than having an informed, critical perspective grounded in realistic constraints and foresight for what could be fantastically possible.
- Lived experiences in underserved communities or conditions that inform perspective, compel empathy, shape actions, and drive a passion for equity-enacting change.
- Professional experience to develop a critical understanding that the status quo is not working at the speed or magnitude of the changes that are now needed (and possible).
- Thrives in environments where empowerment, agency, and accountability are valued.

- Collaborative team player internally, and in contributing bench strength to external partners and other institutions' complementary efforts; a true bridgebuilder who embodies the importance of relationship-driven movements.
- Pattern recognizer, systems thinker, or ability to think several steps ahead.
- Curiosity for the unknown; playfulness in the gray areas of structural rules and systems, and passionate about CCI's mission.
- Excitement to support the realization of CCI's entrepreneurial vision for this line of work.
- Ability to manage up, down, and across within the organization and amongst various types of funding, movement, nonprofit, and political partners.
- Understands that the process and journey are just as, if not, more important than the outcome itself.

WHAT YOU'LL CONTRIBUTE

Strategy and Context Awareness

- Strong motivation and commitment to CCI's mission, projects, and programs.
- Demonstrable commitment to issues of diversity, racial justice, and equity.
- Has a network and/or perspective of those underserved by conventional systems.
- Lived experiences that foster empathy for vulnerable populations.
- Sensitivity to and willingness to adapt institutional behavior to reduce the struggles of the people CCI serves.

Leadership

- Strong ability to be adaptive, flexible, and collaborative.
- Empathetic leadership style that puts the needs of others ahead of your own.
- Able to balance taking initiative and asking for direction.
- Strength in working well with diverse colleagues of various backgrounds, with varied personalities and work styles.
- Responsive to a deadline-driven environment with great attention to detail.
- Proactive time management expertise which includes a commitment to ensuring that assigned programs run with ease and on time.
- Ability to give and receive constructive feedback that will contribute to a positive team culture and advance CCI's entrepreneurial mission.
- Competence in managing up, down, and across internally with CCI colleagues. A strong team player and expert collaborator focused on CCI's mission.

Knowledge, Skills, and Abilities

- Robust organizational and communication skills which includes the ability to synthesize complex ideas into simple communication.
- Experience with grantmaking is required while experience in the arts is preferred.
- Excellent time-management and project management skills with the ability to prioritize. The ability to multi-task while working independently or as a team member is key.
- Experience with Salesforce (preferred) or other CRM and ability to use social media and digital publishing platforms.
- Ability to use Google Workplace and/or Microsoft Windows Office Suite, and working knowledge of Salesforce and curiosity to learn new technology.

Travel and Flexibility

- Availability to travel occasionally for conferences and convenings.
- Flexibility to work weekends and/or evenings to attend CCI-supported programs, meetings, and events either virtually or in-person.

TARGET COMPENSATION AND TOTAL REWARDS

This position is full-time and exempt. The annual salary for this role is budgeted between \$85,000–\$90,000, commensurate with qualifications. Additionally, CCI offers:

- 100% employer-paid health insurance, including dental and vision for employees (eligible dependents available at additional cost).
- Life/AD&D and long-term disability insurance.
- Voluntary retirement savings plan.
- Voluntary healthcare FSA and dependent care FSA.
- Time off between Christmas and New Year's Day, and 13 additional paid holidays throughout the year.
- 112 personal paid time off hours, which increases over time, and sick leave.
- Annual stipend for professional development opportunities.
- Monthly stipend for working remotely.

OUR COMMITMENT TO DIVERSITY

CCI is committed to creating a diverse environment and is an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation or preference, national origin, disability, age, or any other protected status. We consider qualified applicants in a manner consistent with federal, state, and local laws. We strongly encourage people of color, immigrants, queer and gender nonconforming people, and those with different abilities to apply.

At CCI, we are committed to considering a broad range of applicants, including and especially those with diverse work experiences and perspectives. Your cover letter is the perfect place to tell us about your interest in our work and what you could bring to this role.

Disability Accommodations - In compliance with applicable laws ensuring equal opportunities to qualified individuals with a disability, CCI will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual (applicant or employee) if the disability significantly impacts the individual's ability to perform essential job functions, unless providing such accommodation would create an undue hardship for CCI. Employment decisions are based on merit and not an individual's disability.

**** if you are interested in this position, please connect with sean@transformari.com and cher@chermurphy.com ****

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Transformari helps clients navigate change by partnering with them to design teams, recruit leaders, and develop talent. Led by former operating executives, practitioners, and consultants, we draw on our experience and depth of expertise to serve our clients.