

## Center for Cultural Innovation

### POSITION DESCRIPTION

TITLE: Program Director, Bay Area

REPORTS TO: President and CEO

DATE: Full-time position, effective as of May 4, 2016

General Description: Responsible for managing CCI's Bay Area office that includes CCI's regranting, training, and convening activities as well as funder and artist relations. The Program Director, Bay Area is responsible for the administration and management of CCI's Creative Capacity Fund's (CCF) Quick Grant, California Art Leaders Investments (CALI), Investing in Artists, and Bay Area Creative Industries Incentive Network regranting programs. This position also develops and supervises the implementation of CCI's Bay Area professional development and training programs, including artist training and technical assistance programs as well as CCI's signature Business of Art and entrepreneurship incubation programs. The Program Director, Bay Area is also responsible for implementing convenings of the field, helping to maintain CCI's social media presence and online resources, and overall management of the San Francisco office. The Program Director, Bay Area will be expected to support, partner in, and/or develop various incubation efforts as they arise in regranting, training, and research. The position is housed in the CCI San Francisco office and may require travel by personal or public transportation to CCI program sites around the Bay Area and California. Reports to the President and CEO and may supervise the work of support staff, consultants, contractors, vendors, or volunteers, as required.

Organization: The Center for Cultural Innovation (CCI) is a California nonprofit 501(c)(3) organization based in Los Angeles, California. Founded in 2001, the mission of CCI is to promote knowledge sharing, networking, and financial independence for individual artists and creative entrepreneurs by providing business training, grants and financing, and incubating innovative projects that create new program knowledge, tools, and practices for artists in the field. Further information on CCI can be found at [www.cciarts.org](http://www.cciarts.org).

#### Duties and Responsibilities:

1. Works closely with CCI's President and CEO, senior staff, and program consultants to design, implement, and evaluate regranting and professional development programs and curriculum.
2. Serves as a primary public contact for CCI's Bay Area regranting and professional development programs and further supports and participates in the full range of CCI programs for individual artists and creatives (including independent designers, cultural producers, and community-based artists) produced in the Bay Area.
3. Responsible for development activities including grantwriting, reporting, and managing strategic partnerships with Bay Area funding partners, in support of programs within the Program Director, Bay Area's portfolio.

4. Manages ongoing program data collection and maintenance, and generates regular program reports for staff and funding partners.
5. Manages communications and outreach activities including newsletters, program announcements, targeted eblasts, and social media to promote CCI's Bay Area programs and opportunities.
6. Produces written materials for online and print publication and responds by phone, email, and in-person to a broad range of inquiries and programming-related matters involving artists, arts organizations, funders, and the general public.
7. Attends and supports CCI program events and other program-related activities that may be held off-site and/or during evenings or weekends, and may require overnight travel, as scheduled in advance.
8. In consultation with other CCI staff, may recruit and supervise staff, consultants, and/or volunteers to support activities in the Bay Area office.
9. Administers and manages the Bay Area office, including filing and records management.
10. Other responsibilities, as assigned.

Skills and Work Requirements:

- Background in philanthropy, grantmaking, or competitive arts programs;
- Experience in nonprofit program direction including general knowledge of financial and administrative functions, program design and reporting, and evaluation skills;
- Development experience for nonprofit arts organizations including grantwriting, data tracking, and cultivating strong relations with institutional partnerships;
- Excellent verbal, written, financial tracking, and interpersonal communication skills;
- Good team member who can collaborate and manage multiple, ongoing tasks while also working independently to generate required work under deadlines;
- Familiarity with Microsoft Office suite (Word, Excel, and Powerpoint);
- Experience working with individual artists, arts administrators and/or the arts field;
- Demonstrable knowledge of and engagement in issues of cultural production, diversity, and equity;
- Flexibility to work periodic weekends and/or evenings to attend CCI-supported programs, meetings, and events using personal or public transportation within a 50-mile radius of employee's home office.

Education Requirements:

- Degree in arts (preferred), public policy, planning, or a related field from accredited institution.

Please send resume with cover letter by June 3, 2016 to:  
Lauren Bailey, Managing Director  
c/o [search@cciarts.org](mailto:search@cciarts.org)