



## **POSITION DESCRIPTION**

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| <b>TITLE:</b>        | Catalyzing Capital Manager   |
| <b>REPORTS TO:</b>   | President & CEO  |
| <b>LOCATION:</b>     | Anywhere in the U.S. & Territories, with preference for Los Angeles or the San Francisco Bay Area  |
| <b>TYPE:</b>         | Full-time, exempt position, effective immediately  |
| <b>COMPENSATION:</b> | Salary is budgeted between \$85,000–\$95,000 commensurate with qualifications. CCI offers 100% employer-paid health, dental, and vision; voluntary retirement plan; paid holidays and time off; and professional development opportunities |

### **PROGRAM OVERVIEW:**

Center for Cultural Innovation (CCI) seeks a Catalyzing Capital Manager to implement CCI's funding initiative, *AmbitioUS*. *AmbitioUS* is a pooled fund of private foundation partners that launched in 2019. It is a time-limited (estimated 7–10 years), national program that supports the development of alternative economic projects and their infrastructures and of support systems that are authored and governed by and for cultural communities and artists of color. Working with its pooled funders to shift philanthropic behavior, this effort aims to create the kinds of conditions wherein artistic and cultural expression reflect the diversity of society.

Anchored by CCI's focus on helping artists achieve financial freedom, *AmbitioUS* builds common cause with all those who share these objectives and values, which includes those working in alternative economy, economic justice, new economy, regenerative economy, green economy, local economy, cooperative and collective ownership, and new social contracts for workers. *AmbitioUS* will deploy roughly \$1 million annually in two areas: (1) to alternative-economy trailblazers whose interventions preserve and uplift cultural identities under existential threat through displacement, and (2) to proliferate systems of artists' ownership of assets so they can realize financial stability and self-determination. The Program Officer will use an integrated-capital approach to distributing regranted funds—grants, recoverable grants, crowdfunding contributions, loans, loan guarantees, equity and non-equity investments, and whatever else best supports beneficiaries' success.

This work spans the U.S. and its territories, with priority for areas that are hubs of alternative economy activity (e.g., Boston and Oakland); frontline communities (e.g., Southern Black, Native American, and other dispossessed communities); and reflect the geographic priorities of our funders.

The position can work from either of CCI's offices (headquartered in Los Angeles with a satellite office in San Francisco) or anywhere in the United States or its Territories. The ideal candidate is a quick learner, customer-service oriented, works quickly commensurate to the urgency of the work, a good project manager, culturally competent, and has an insatiable appetite to learn. As *AmbitioUS* is a new and iterating program, there will be opportunities for the Manager to influence its design, implementation, and impacts.

**ROLES AND RESPONSIBILITIES:**

- Reports to and supports CCI's President & CEO;
- Serves as the primary public-facing contact for *AmbitioUS*;
- Tracks and maintains program budget;
- Helps meet obligations to funders—drafting proposals and reports, and tracking and analyzing financial and grantee data;
- Implements all aspects of *AmbitioUS* funding (i.e., identifying prospective beneficiaries, conducting due diligence and building mutually beneficial relationships, writing docket reports, managing grant review processes, and staying current on grantees' progress);
- Makes strategic recommendations for funding based on relationships with grantees and recognizing patterns of system-change opportunities;
- Supervises *AmbitioUS*'s grants management;
- Oversees and implements communications and dissemination of program knowledge to benefit the fields in which the program works;
- Supervises updating of the program's website, online literature review, and dissemination materials, including newsletters, program announcements, targeted eblasts, annual reports, and social media;
- Produces content for online and print ephemera;
- Conducts program assessments and research to develop knowledge of the fields we influence;
- Implements convenings to maximize grassroots progress and to build grantmakers' knowledge;
- May recruit and supervise staff, consultants, and/or volunteers;
- Contributes to the day-to-day operations of CCI by working as part of the senior leadership team on all aspects of internal systems for CCI to be efficient, effective, equitable, and impactful for those we serve;
- Participates with other CCI staff on the development and use of effective organizational systems (e.g., record keeping, tracking of investments, assessment-related data) and strategies (i.e., to meet multiple objectives);
- Supports efforts to ensure compliance with internal established policies and procedures (such as but not limited to conforming with office style guide, accounting processes, and staff management) and all local, state, and federal laws, such as and not limited to equality, human resources, financial compliance, workplace safety, and the like;
- Engages in various sectors and fields (e.g., arts and culture, alternative economy, economic justice, just transition);
- Other *AmbitioUS*-related responsibilities or all-staff activities, as assigned;
- Willingness and ability to travel to attend meetings and conduct site visits, including having a Driver's License and being able to navigate unfamiliar places; and
- Maintain Pacific Time work hours, travel regularly, and, at times, work unconventional and irregular hours. CCI has two physical office locations in Los Angeles and San Francisco, but CCI operates as a remote-work workplace, with on-site presence on an as-needed basis.

**WHAT YOU'LL CONTRIBUTE:**

- Ability to process information, data, and input (both the known and unknown) in ways that lead to identifying patterns, areas of convergence, pain points in the field, and opportunities to make a positive, impactful difference, and to be able to synthesize them into strategies, program plans, grant guidelines, funding proposals, and communications materials.
- Knowledge of the nonprofit or grantmaking sectors, with direct experience preferred.

- Ability to set and meet deadlines independently, including workplans and budgets.
- Ability to juggle and prioritize multiple priorities.
- Ability to train and manage the work of staff as well as coordinate the work of diverse groups of project teams.
- Strong written and oral communications skills.
- Positive and accountable contributor to the CCI team and to those we work with and support.
- Ability to exercise discretion, confidentiality, and values-based decision-making.
- Working knowledge of any combination of the following: arts, culture, artists' support systems, or creative industries; with labor movements, workers' rights, economic justice, just transition, worker-owned cooperatives, new economy, or local economies.
- Demonstrable knowledge of and commitment to issues of diversity, justice, and equity.
- Lived experiences that foster empathy for vulnerable populations.

**ABOUT US:**

Center for Cultural Innovation is a California nonprofit 501(c)(3) organization headquartered in Los Angeles. Founded in 2001, the mission of CCI is to promote knowledge sharing, networking, and financial independence for individuals in the arts by providing business training, grants, and incubating innovative projects that create new program knowledge, tools, and practices for artists in the field, and conditions that contribute to realizing financial self-determination. Further information on CCI can be found at [www.cciarts.org](http://www.cciarts.org) and its *AmbitioUS* initiative at [www.ambitio-us.org](http://www.ambitio-us.org).

CCI is committed to creating a diverse environment and 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.

**TO APPLY:**

Submit in a single email to [search@cciarts.org](mailto:search@cciarts.org), with subject line "Application: Catalyzing Capital Manager" the following:

1. Cover letter
2. Resume
3. Two professional references