

POSTED: October 23, 2023



TITLE: Executive & Events Manager
REPORTS TO: President and CEO
LOCATION: Los Angeles area
TYPE: Full-time, exempt position
COMPENSATION: \$85,000 - \$90,000 annually plus benefits (see below)

ABOUT CCI

Center for Cultural Innovation is a California 501(c)(3) nonprofit organization headquartered in Los Angeles. Founded in 2001, our mission is to support individuals in the arts—artists, culture bearers, and creative entrepreneurs—to realize greater self-determination so as to unfetter their productivity, free expression, and social impact, which contributes to shaping our collective national identity in ways that reflect the diversity of society. Further information on CCI is available at cciarts.org. Information about CCI’s AmbitioUS and Sol Center for Liberated Work initiatives can be found at ambitio-us.org and solcenter.work, respectively.

POSITION OVERVIEW

The Executive & Events Manager reports to, and ensures, that the goals and activities of CCI’s President and CEO are realized and that the organization’s events and gatherings are seamlessly executed. This person is responsible for board management; scheduling, calendar management and coordination, and travel arrangements; managing logistics of all CCI events, such as convenings, gatherings, and site visits; contributing to a well-functioning physical L.A. office, and special projects such as research and content development. This is an opportunity for a high-performing professional who is highly organized, detail-oriented, has outstanding interpersonal skills, and a strong sense of initiative to play a critical role in the advancement of CCI’s mission and its service of individual artists and arts workers.

Serving as the Executive & Events Manager means that, frequently, this individual will be the first person whom new partners, funders, or grantees interact with and, thus, is the first introduction to our organization. This person is an accessible and welcoming ambassador with exceptional interpersonal and both verbal and written communication skills. The Executive & Events Manager understands the power they are helping to build with their meticulous, unwavering support. They take great pride in their “behind the scenes” work to maintain order in a fast-paced environment by ensuring that the President and CEO’s schedule and travel coordination are planned, managed, and implementable, sometimes acting as the President and CEO’s proxy and representative at meetings; leading the logistical coordination and execution of CCI’s multi-scale events, from program site visits to statewide convenings; and managing and implementing activities that are within the operation, board, and programmatic domains of this office. The successful candidate will work proactively, anticipating needs, conflicts, and opportunities while exercising considerable judgment, initiative, and discretion.

This is a new position at CCI, and it may evolve over time.

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CORE RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Works closely with and directly supports the day-to-day programmatic and operational needs of CCI's President and CEO.
- Supports the scheduling of the President and CEO's meetings, manages and coordinates calendars, and troubleshoots when there are competing priorities and requests for time.
- Takes call/meeting notes and updates them on CCI's Salesforce CRM and grant files, including reporting on meetings as the President and CEO's representative.
- Drafts, proofreads, and edits correspondence, memos, articles, and other internally and externally facing ephemera.
- Exercises discretion, sensitivity, and sound judgment to interpret and handle a wide, and sometimes competing, range of requests for access, information, time, and funding support by handling directly or redirecting to other staff, as appropriate.
- Makes travel arrangements (from meetings to flights, both domestic and international) to ensure that President and CEO's time is well spent and smoothly executed, including generating detailed itineraries.
- Provides logistical support for CCI's programmatic (AmbitioUS, Sol Center for Liberated Work, and Grants) events, such as leading and participating in planning sessions, researching and securing vendors and managing their contracts, preparing, editing, and circulating internally and externally facing ephemera, and coordinating travel (both domestic and international), ground transportation, and accommodations for staff and other stakeholders.
- Supports L.A. office management (checking and routing mail, ordering supplies, negotiating with vendors, filing, and maintaining a well-organized and safe physical environment).
- Provides administrative and logistic support for CCI's Board of Directors meetings.
- Flexibility to take on President and CEO-directed special projects, ranging from researching issues, writing reports synthesizing information, and supporting one-off projects, to handling logistics and implementation of company-wide activities.
- Participates with other CCI staff in 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).
- Exercises good judgment, reflecting a deepening understanding of the President and CEO's priorities in prioritizing requests for time, activities, and attention.
- Performs other program-related and all-staff activities as assigned.
- Ability to travel to attend meetings and conferences.
- Maintains Pacific Standard Time work hours and, at times, works unconventional and irregular hours.

SKILLS & EXPERTISE

- Experience working directly with executive leadership or in similar roles;
- Experience in meeting/event planning and management, and a sophisticated understanding of commercial and private travel coordination;
- Ability to exercise discretion, confidentiality, and values-based decision-making;
- Track record of problem-solving with equanimity and grace;
- Kindness in interacting with various types of people—funders, board members, constituents, grantees, consultants, research partners, etc.;
- Demonstrable knowledge of and commitment to issues of diversity, justice, and equity;
- Intellectual curiosity and desire to learn about a wide range of issues related to artists and culture;

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- Ability to type and knowledge of G-Suite (e.g., Google Calendar, Docs, Forms) and Microsoft Windows Office Suite, especially Word, Excel, and PowerPoint (and preferred, but not required, working knowledge of Basecamp, Calendly, HTML, Constant Contact, or Survey Monkey);
- Familiar with and able to use social media and digital publishing platforms (and a plus, but not required, light design experience and experience using Adobe software and Canva);
- Ability to work well with diverse colleagues of various backgrounds, with varied personalities and work styles;
- Demonstrated ability to take initiative and anticipate President and CEO's needs; ability to determine priorities and urgent matters that require President and CEO's attention;
- Ability to set priorities, and resolve potential problems proactively, seek answers and solutions, exercise good judgment, and maintain confidentiality;
- Thorough and detail-oriented;
- Ability to give and receive constructive feedback that will help in growing professionally, contribute to a positive team culture, and advance CCI's entrepreneurial mission;
- Ability to use good judgment in being self-initiating and knowing when to ask for direction;
- Deft at managing up, down, and across internally with CCI board and staff and externally in the field;
- Lived experiences that foster empathy for vulnerable populations;
- Enthusiasm to manifest CCI's Guiding Principles;
- Ability to lift up to 25lbs;
- Available for light travel, as assigned and if comfortable doing so; and
- Flexibility to work weekends and/or evenings to attend CCI-supported programs, meetings, and events either virtually or using personal or public transportation within a 50-mile radius of the employee's home office.

COMPENSATION AND BENEFITS

This position is full-time and non-exempt. The starting salary range for this position is \$85,000 - \$90,000 annually.

CCI offers a benefits package that includes:

- 100% employer-paid medical, dental, and vision plans for employees (eligible dependents available at additional costs);
- Voluntary 403b retirement plan enrollment;
- 112 vacation hours, which increases over time, and sick time;
- Time off between Christmas and New Year's Eve and additional holidays throughout the year;
- 100% employer-paid Life/AD&D and Long-Term Disability Insurance;
- Voluntary Health Care FSA and Dependent Care FSA enrollment;
- \$500 in funds for professional development opportunities per CCI fiscal year;
- \$100 monthly stipend for working remotely;
- Remote office equipment (computer, phone) and supplies.

HIRING PROCESS AND TIMELINE*

- Applications will be accepted through December 1, 2023 or until position filled.
- We will reach out to qualified candidates to schedule a 60-minute initial interview starting December 4, 2023. Finalists will be invited to schedule a 60-minute interview starting December 18, 2023. CCI's offices will be closed December 25, 2023 – January 1, 2024. We anticipate that

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finalist interviews will continue into the first week of January, after our offices reopen on January 2, 2024.

- Finalists may also have the opportunity to speak to CCI staff regarding the nature of the work, activities, and organizational culture at this time. In addition, CCI will request to speak with finalists' references. An offer will be made shortly thereafter. If you require a reasonable accommodation to participate in our application process, please let us know.
- The *anticipated* start date for this position is late-January/early February 2024.

*We recognize that conducting a search and hiring process during the holidays isn't ideal. The above timeline is our best estimate; however, it may be extended due to candidates' and CCI staff members' availability.

TO APPLY:

Submit in a single email to Angie Kim, President & CEO, at search@cciarts.org, with the subject line "Application: Executive & Events Manager" the following:

1. A (1-page maximum) cover letter with a summary of your relevant experience/transferable skills and how they add value, why you are interested in the position, the kind of work environment you thrive in or enjoy contributing to, and something about CCI's work that excites you.
2. Résumé (no longer than 2 pages).
3. Writing sample (no longer than 5 pages) such as a recent report, article, essay, or memo. We ask for a writing sample as this position involves preparing written communications in a variety of styles such as e-mail correspondence, instructions, research summaries, and complex travel itineraries, to name a few examples.

Please note that only complete applications—which includes a cover letter, résumé, and writing sample—will be considered. No calls, emails, or social media messages please. **Prospective applicants are strongly encouraged to review our websites before submitting materials for consideration.**

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) with a disability if the disability affects the performance of essential job functions, unless the accommodation results in an undue hardship for CCI. Employment decisions are based on the merit and not an individual's disability. An applicant who requires an accommodation should contact Nadia Chrisanto. If multiple accommodations are identified that do not pose an undue hardship for CCI, the selection of an accommodation will be at CCI's discretion. To request disability accommodation for any part of the application or hiring process, please contact Nadia Chrisanto at search@cciarts.org for assistance.