



## POSITION DESCRIPTION

<b>TITLE:</b>	Program Associate
<b>REPORTS TO:</b>	Director, <i>AmbitioUS</i>
<b>LOCATION:</b>	Either Pacific or Central Time Zone. Prefer candidates located in California (preferably Los Angeles or Bay Area) or Chicago, Illinois areas. CCI is a remote work company.
<b>TYPE:</b>	Full-time, Exempt position, effective immediately
<b>COMPENSATION:</b>	\$68,000 - \$72,000 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 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).

### POSITION OVERVIEW

The Program Associate will support CCI's *AmbitioUS* initiative and team. *AmbitioUS* encourages the development of nascent alternative economies and fresh social contracts that make it possible for artists and cultural communities to achieve financial self-determination.

As a member of the *AmbitioUS* team, the Program Associate will support the team's investment and grantmaking efforts, conduct research on topics and organizations, organize stakeholder convenings, and ensure that program milestones are met. The ideal candidate will be: deeply curious; a quick learner; able to anticipate challenges and opportunities; a creative problem solver; have interest in grantmaking as well impact investments, and have strong time and project management, communication, and administrative skills.

The Program Associate will support and report directly to the Director, *AmbitioUS*; will be cross-trained to provide associate-level support on contracts, grants/investments management, and data collection, recording, and analyses, and work across all areas of CCI's programs as assigned. This position description is subject to change at any time.

### CORE RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Demonstrate content knowledge in areas such as solidarity economics, philanthropy, mutual aid work, impact or community-driven investments;
- Drive implementation of the work plan, anticipating milestones, alerting the team to specific actions;
- Participate in the grantmaking and investment processes which includes scheduling and attending discovery meetings, compiling due diligence materials for grant briefs and docket reports, writing funding recommendations, preparing grant agreements and contracts, communicating with grantees and investees to thank them for their time and to ensure timely receipt of materials;
- Build and maintain relationships with grantees, investees, and other stakeholders in ways that add value to them and provide insight to the *AmbitioUS* program;

- Help develop, curate, and maintain the voice of *AmbitioUS* through its social media presence, newsletters, website, and public-facing ephemera;
- Bring a strategic mindset to our grantmaking and investment processes, work closely with our Systems and Grants Manager to ensure our processes are efficient, that our records are complete, and we can easily run accurate reports;
- Organize and support *AmbitioUS* convenings (e.g., creating agendas, putting together timelines, helping to shape the content, negotiate with vendors, tracking RSVPs, compiling convening ephemera, responding to convening inquiries, and assisting with technology support);
- Undertake activities that proactively support the work of the program such as website/social media analyses, blog posts, contribute report content, etc.
- Support the administrative needs of the team such as updating and maintaining shared drives and platforms (Google Drive, Basecamp, etc.), newsletter contact lists, helping with travel planning, generating content needed for reporting to various stakeholders, updating images and quotes with grantee-approved quotes and other documentation
- Participate in upkeep and implementation of company-wide procedures and systems, ranging from rights and reproduction, storage, filing, naming conventions, etc.;
- Respond to inquiries and questions with sensitivity, promptness, discretion, and commitment to reflecting CCI values and maintaining confidentiality, and forwards to appropriate staff;
- Support and participate in various CCI, *AmbitioUS*, and industry-relevant programs, events, and workshops, as assigned;
- Participate in program associate-level meetings, procedures, and creating and maintaining of company-wide contracts and grants-management systems; and
- Support other responsibilities, projects, and staff, as assigned, to help CCI fulfill its aspirational mission.

#### **WHAT WE'RE SEEKING:**

- Motivation to work for CCI's mission and to support our projects and programs;
- Strong research and analytical skills, including the ability to synthesize complex ideas and concepts verbally and in writing;
- Familiarity with grantmaking and impact investments is a plus;
- Attention to detail and excellent organizational, time-management, and project management skills with the ability to prioritize, multi-task, and work independently as well as collaboratively as a member of a team;
- Proactive commitment to ensuring that assigned programs are running on time and smoothly;
- Able to give and receive constructive feedback that will help in growing professionally, contribute to a positive team culture, and advance CCI's entrepreneurial mission;
- Deft at managing up, down, and across internally with CCI board and staff and externally in the field;
- Able to use good judgement in being self-initiating and knowing when to ask for direction;
- Demonstrable knowledge of and commitment to issues of diversity, racial justice, and equity;
- Lived experiences that foster empathy for vulnerable populations;
- Experience with Salesforce (preferred) or other CRM;
- Ability to type and use Google Workplace and/or Microsoft Windows Office Suite, especially Word, Excel, and Powerpoint (and preferred, but not required, working knowledge of Canva, HTML, Constant Contact, and Survey Monkey);
- Familiarity with and ability to use social media and digital publishing platforms (Hootsuite);
- Ability to work well with diverse colleagues of various backgrounds, with varied personalities and work styles;
- Sensitivity to and willingness to adapt institutional behavior to reduce the struggles of the people CCI serves;
- Has a network and/or perspective of those underserved by the conventional systems overall or the arts and culture fields specifically;
- Curious and eager to learn (including participating in CCI's book/media group);

- Ability to lift up to 25lbs;
- Availability for travel, as assigned and when safe to do so;
- Flexibility to work weekends and/or evenings to attend CCI-supported programs, meetings, and events either virtually, or using personal or public transportation—when safe to do so; and
- Authorized to work in the United States.

## COMPENSATION AND BENEFITS

This position is full-time and exempt. The starting salary range is \$68,000 - \$72,000 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 paid time off hours, which increases over time, and sick time;
- Time off between Christmas and New Year’s Eve and additional holidays throughout the year;
- 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; and
- Remote office equipment (computer, phone) and supplies.

## OUR HIRING PROCESS AND TIMELINE

- Applications will be accepted through August 25, 2023 or until position filled.
- We will reach out to qualified candidates to schedule a 45-minute initial interview starting September 6, 2023. Finalists will be invited to schedule a 45 to 60-minute interview starting September 18, 2023. Finalists may also have the opportunity to speak to CCI staff regarding the nature of the work, activities, and organizational culture. 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 September/early October.

## TO APPLY:

Submit in a single email to Cate Fox at [search@cciarts.org](mailto:search@cciarts.org), with the subject line “Application: Program Associate” 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, or essay. We ask for a writing sample as this position involves preparing written communications in a variety of styles such as instructions, grant recommendations, and research summaries, to name a few examples.

Please note that only complete applications—which includes a cover letter and résumé—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. 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](mailto:search@cciarts.org) for assistance.