



## Grants Manager Role Description

<b>TITLE:</b>	Grants Manager (California)
<b>REPORTS TO:</b>	Deputy Director
<b>LOCATION:</b>	California (preferably Los Angeles or Bay Area). CCI is a remote work company with offices located in Los Angeles and San Francisco. CCI prefers applicants who live anywhere in the state of California. Applications will not be accepted for any candidate who resides outside of California.
<b>TYPE:</b>	Full-time, exempt position, effective immediately
<b>COMPENSATION:</b>	\$110,000 - \$120,000 annually plus benefits (see below)

### About CCI

Founded in 2001, the Center for Cultural Innovation is a national nonprofit 501(c)(3) organization headquartered in Los Angeles, California. The Center for Cultural Innovation (CCI) shifts cultural paradigms to catalyze better, alternative solutions for creatives, culture bearers, creative entrepreneurs, and their communities. We envision a future in which U.S. creative and cultural expressions reflect the potential of its people, because structures and their systems of self-determination and care for one another are flourishing. Further information about CCI's history and ongoing work can be found at [ccarts.org](http://ccarts.org), and information about our AmbitioUS and Research to Impact Lab initiatives can be found at [ambitio-us.org](http://ambitio-us.org) and [r2i-lab.org](http://r2i-lab.org), respectively.

### Role Summary

The Grants Manager stewards CCI's grantmaking and contracting infrastructure, designing and maintaining the systems, policies, and workflows that enable staff to carry out ethical, efficient, and compliant grantmaking. Acting as connective tissue across programs, operations, and external partners, this role ensures that the organization's platforms and processes work seamlessly together to support strategic, trust-based grantmaking. In addition to working closely with the Grants and Operations teams, this role collaborates with all Core Program and Leadership teams across CCI.

### Key Role Responsibilities

- Ensures the smooth operation of the full grantmaking lifecycle, from application intake and review through award, contracting, compliance, reporting, and closeout.
- Drives grants workflows and quality control processes to ensure grantmaking is efficient, compliant, and aligned with CCI policies, regulations, and trust-based practices.
- Manages all vendor contracts for the grants program, ensuring proper execution, compliance, and alignment with organizational policies.
- Ensures all data is accurate, complete, and reliable, enabling consistent tracking across the grants portfolio and the organization.

- Designs and generates reports and datasets that support internal learning, impact assessment, and external reporting to partners and stakeholders.
- Manages and improves grants-related systems and databases to support high-quality grants management, adapting tools as grantmaking needs evolve.
- Develops and maintains clear documentation, procedures, and guidance for grants systems and processes.
- Trains and supports staff in the effective use of grant systems, promoting consistency, accuracy, and shared understanding.
- Collaborates with Operations around procedures, contracts, payments, audits, compliance, data security, and IRS reporting.
- Supports organization-wide responsibilities and projects to advance CCI's mission.

## Qualifications

- Technical Skills and Abilities
  - Demonstrated proficiency in CRM and data systems (Salesforce, Submittable, SignRequest, Zapier preferred), with the ability to partner with vendors and translate complex systems into clear, accessible guidance and training.
  - Adept at balancing curiosity and willingness to experiment with new approaches with practical implementation.
  - Familiar with project management tools (Monday.com or Basecamp preferred).
  - Attention to detail and excellent organizational and time-management skills.
  - Ability to exercise solid judgment, think critically, set priorities, take initiative, and solve problems effectively.
  - Ability to work independently or collaboratively, maintain confidentiality, and seek guidance when appropriate.
  - Proficiency in using G Suite (Google Calendar, Docs, Forms) and Microsoft Office Suite, particularly Word, Excel, and PowerPoint, or equivalent software.
- Knowledge
  - Best practices in grants management, contracting, and compliance.
  - Data governance principles.
  - Trust-based and equity-centered grantmaking.
  - Ethical practices around data collection and management, and the fair and respectful treatment of applicants and grantees.
  - Philanthropic or nonprofit operations and funder/grantee relationships.
- Experiences
  - 5+ years of progressively responsible experience in grants management, systems administration, or operations within a nonprofit or philanthropic setting.
  - Demonstrated experience coordinating contracting and compliance processes.
  - Experience leading or facilitating program-wide improvements or training.
  - Proven ability to work collaboratively across teams and with external partners to enhance systems and workflows.

## **What Success Looks Like at CCI**

At CCI, success is measured by how well you live our guiding principles and push beyond the status quo. While technical skill is important, we value individuals who are motivated by CCI's mission—those committed to supporting our projects, programs, and team members, and who bring a hopeful mindset toward systems change. Collaboration, integrity, and continuous growth guide everything we do.

Success in this role is not just about completing tasks. It's about consistently embodying our guiding principles in how you approach your work and collaborate with others, including how you:

- Prioritize the approach over tasks
- Consider all stakeholders
- Test before acting
- Align with organizational priorities
- Create impact beyond the work
- Be proactive
- Ensure mutual accountability
- Make good decisions

We're looking for candidates who embody these principles and inspire others to do the same, ensuring our work remains impactful, meaningful, and aligned with CCI's mission. If you're passionate about a purpose-driven, values-focused environment and eager to contribute to something bigger than just a job, we encourage you to apply.

## **Compensation and Benefits**

This position is a full-time, remote, exempt role. The annual starting salary for this role is budgeted between \$110,000 and \$120,000, commensurate with qualifications. Additionally, CCI offers a benefits package that includes:

- 100% employer-paid medical, dental, and vision plans for employees (eligible dependents available at additional costs)
- Life/AD&D and Long-Term Disability Insurance
- Voluntary 403b retirement savings plan
- Voluntary Health Care FSA and Dependent Care FSA
- 120 personal 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
- \$600 annual stipend for professional development opportunities
- \$100 monthly stipend for working remotely
- Remote office equipment (computer, phone) and supplies.

## **To Apply**

Interested applicants located in California (Los Angeles or Bay Area preferred) should submit in a single email to Laura Poppiti at [search@cciarts.org](mailto:search@cciarts.org), with the subject line "Application: Grants 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. Resume (no longer than 2 pages).

Please note that only complete applications, which include a cover letter and resume, will be considered. No calls or social media messages, please. This role does not offer relocation assistance. Prospective applicants are strongly encouraged to review our websites and guiding principles, enclosed herein, before submitting materials for consideration.

**Equal Opportunity Statement**

CCI 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, national origin, disability, age, or any other protected status, in accordance with applicable federal, state, and local laws.

**Disability Accommodations**

In compliance with applicable laws, CCI provides reasonable accommodations for qualified applicants and employees with disabilities. If you need an accommodation to participate in the application or interview process, please contact us at [search@ccarts.org](mailto:search@ccarts.org).