



**Program Associate, Grants
Role Description**

TITLE: Program Associate, Grants (California Bay Area)
REPORTS TO: Director, Grants
LOCATION: California Bay Area (CCI is a remote work company, but at times the Program Associate will be needed on site in the Bay Area.)
TYPE: Full-time, exempt position, effective immediately
COMPENSATION: \$85,000 - \$98,000 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 cciarts.org, and information about our *AmbitioUS* and Research to Impact Lab initiatives can be found at ambitio-us.org and r2i-lab.org, respectively.

Role Summary

As a core member of the Grants team, the Program Associate will support managing the full cycle of CCI's grantmaking portfolio for creatives, culture bearers, and creative entrepreneurs, ensuring all deadline-driven programs run smoothly and on time. Additionally, the Program Associate will work closely with the Director of Grants to design, implement, and improve evaluation efforts that enhance organizational learning and program outcomes. As a CCI representative in the field, the Program Associate will build and maintain positive relationships with various stakeholders, including funders, program partners, and grantees.

Key Role Responsibilities:

- Supports the Director in managing priorities and removing obstacles by providing general administrative and operational support, including calendar coordination, scheduling, e-filing, and general assistance across the grant program.
- Assists the Director with programmatic support across the full lifecycle of grant programs, including application screening, funding recommendations, research, and grant administration.
- Ensures stakeholders receive prompt, professional support that strengthens relationships and reflects CCI's standards of service.
- Ensures that all grant systems data is accurate and complete.

- Designs and generates reports for internal and external stakeholders to support decision-making and program efficiency.
- Assists with program evaluations and implements process improvements to optimize outcomes.
- Authors and updates program procedures to ensure their smooth and consistent operation.
- Enhances program visibility and engagement through the design of promotional materials for social media, website, newsletters, and other media outlets.
- Supports organization-wide responsibilities and projects to advance CCI's mission.

Qualifications

- Technical Skills / Abilities
 - Adept at strategically supporting multiple grantmaking priorities with a focus on timeliness and care-centered customer service approaches.
 - Proficiency in grants management, CRM, and data systems (Salesforce, Submittable, SignRequest, and Zapier preferred).
 - Familiar with project management tools (Monday.com or Basecamp preferred).
 - Attention to detail and excellent organizational and time-management skills.
 - Ability to exercise good judgment, think critically, set priorities, take initiative, and solve problems effectively.
 - Ability to work independently or collaboratively, maintain confidentiality, and seek guidance when appropriate.
 - Familiar with and able to use social media and digital publishing platforms.
 - Ability to create clear and attractive ephemera (such as program guidelines and PowerPoint presentations).
 - Ability to contribute to a continuous learning culture through ongoing enhancements to data collection and reporting tools.
 - Proficiency in using G Suite (Google Calendar, Docs, Forms) and Microsoft Office Suite, particularly Word, Excel, and PowerPoint, or equivalent software (and preferred, but not required, working knowledge of Canva, HTML, Constant Contact, or Survey Monkey).
- Knowledge
 - Best practices in grants administration and management.
 - Trust-based and participatory processes.
 - Passionate and knowledgeable about the statewide and national arts and culture ecosystem, particularly with regard to the economic conditions of creatives and creative entrepreneurs.
 - Ethical practices around data collection and management, and the fair and respectful treatment of applicants and grantees.
 - Philanthropic grantmaking and funder/grantee relationships management.
- Experiences
 - 1-3 years of experience within philanthropy or the arts/culture sector, preferably within a grantmaking context.
 - Demonstrated experience managing projects/programs, budgets, work plans, and related data management.

- Experience working with individuals and communities who represent a diverse range of identities and lived experiences.
- Proven ability to work collaboratively and with kindness with diverse internal and external colleagues across varied backgrounds, personalities, and work styles to enhance systems and workflows.
- Experience working in a fast-paced, entrepreneurial environment.

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 \$85,000 and \$98,000, 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 increase 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 the **California Bay Area** should submit in a single email to Stephanie Imah at search@cciarts.org, with the subject line "Application: Program Associate, Grants," the following:

1. A (1-page maximum) cover letter with a summary of your relevant experience/transferrable 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 for review. 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, included 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 search@cciarts.org.