



JOB SPECIFICATION FOR

Communications Lead

in partnership with

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YOUR TALENT PARTNERS FOR TRANSFORMATIVE IMPACT

ABOUT US

Founded in 2001, Center for Cultural Innovation is a national nonprofit 501(c)(3) organization headquartered in Los Angeles, California. Grounded in its mission to support culture-bearers, creative entrepreneurs, and other individuals in the arts, CCI works – often with and through cross-sectional networks – to incubate new paradigms of cultural, economic, and political empowerment that can enable financial sustainability and financial self-determination for all.

CCI's core program areas are:

- Knowledge Building & Networking, wherein we regularly produce workshops and convenings to share knowledge and foster connections among our stakeholders of artists, funders, allies, and investees.
- Strategic Investments, which include our California grantmaking portfolio of funding opportunities for individual artists and arts workers, as well as our national time-limited initiative, *AmbitioUS*, which supports the development of alternative economic systems that center culture and community.
- Research, Advocacy, & Incubation, which is realized through our Research to Impact Lab, an initiative that advances reimagined worker and social protections for all.

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 solcenter.work, respectively.

ROLE DESIGN

Reporting to CCI's Deputy Director, Laura Poppiti, the Communications Lead is a new position that will be responsible for strategic storytelling of CCI's innovative work. The ideal candidate will be as passionate as CCI is about enacting alternative solutions to deeply rooted systems we are hoping to build anew, from our political economy to how we care for one another. This is an exciting moment to join a world building organization that is not trying to "fix" current problems but rather socialize, normalize, and implement fresh alternatives. As a partner in building alternative systems of knowledge, leaders, relationships, and structures, this role will envision, strategize, write (as well as ghostwrite), edit, pitch, and publish the collective work of the organization in multiple formats, by 'touching' on all current and future CCI programs. A core component of this work will include promoting and placing stories that normalize the alternate solutions CCI is funding, advocating, researching, and incubating through its *AmbitioUS* and Research to Impact Lab initiatives. As such, the externally facing job title will be shaped and finalized upon the successful candidate joining, to better reflect the spirit of CCI and the true nature of this role.

We seek these strengths:

- Great writer with a compelling voice. Someone who can spot what makes a captivating story and proactively generate content.
- Great editor who can unharness great stories that are lying dormant in all aspects of our work.
- Contributes to a stellar brand and reputation by being a trustworthy inhouse copy editor, who will help our work and other people's voices shine – particularly staff and grantees. The position will provide opportunities for this person to write and publish in their own voice, to be co-authors, and act as a ghostwriter.
- A strategist who works with program teams to identify the kinds of stories as well as media and platforms to advance mission, movements, and efforts. This means that this person will work across multiple projects and different teams to contribute their strategic perspective and connections to generate content that socializes alternative solutions and helps codify and normalize new phenomenon (including identifying new and unique language to describe unconventional activities and desired outcomes).
- Be an articulate and compelling representative to tell the story of CCI, our programs, and our vision in written form, presenting at conferences, being interviewed, etc.
- Brings a nuanced and deep understanding of diversity politics, marginalization, and otherness to shape CCI's messages, language, and style guides to resonate with and be appropriate for serving diverse constituents.
- Generates content for CCI's annual reports, website, and program ephemera, including providing ongoing social media and monthly newsletter strategies.

- Willing to learn and unlearn in ways that help them fit in with a culture that is experimenting with what it means to embody and perpetuate alternative frameworks and ideals to counter the harms of homogenizing professionalization and individuating neoliberalism.

CCI-Wide Communications & Support

- Supports communications activities in any of CCI’s program areas, including relevant work from board meetings, panel reviews, CCI-produced convenings, as well as AmbitioUS and Research to Impact Lab convenings, focus groups, and investee meetings.
- Drafts and edits website copy, press releases, and press kits to ensure consistent tone and messaging.
- Drafts and edits other proposals, applications, reports, or CCI-related communications ephemera on an as-needed basis.
- Contributes to e-newsletter, annual report, and social media as needed, in collaboration with other colleagues.
- Works with design consultants on the redesign of the website and brand; helps the CCI team adopt new brand themes to communicate with impact.
- Serves as the liaison when working with external communications/public relations consultants, design consultants, or other relevant stakeholders.
- Contributes to CCI’s day-to-day operations by working as part of the leadership team on all aspects of internal systems so that CCI can be efficient, effective, equitable, and impactful for those we serve.
- Supports efforts to ensure compliance with internally established policies and procedures as well as communicating in a consistent voice.

AmbitioUS & Research to Impact Lab Program-Specific Communications

- Embedded as eyes and ears within CCI to identify storytelling opportunities that help shift the narrative from one of “fixing” problems to “building” alternative, (as-of-yet) non-normative solutions.
- Connects CCI’s work to media platforms and outlets (industry periodicals, journals, newspapers, influencers’ blogs, podcasts, etc.), which may include pitching, ghostwriting, co-writing, and other types of activities.
- Acts as a thought partner to generate narrative-influencing communications strategies and identify actionable opportunities.
- Serves as the program liaison when working with advocates, lobbyists, and contracted public relations firms, particularly on commissioned research.
- Conducts research to inform the content and accuracy of ephemera.
- Edits writing to be polished, professional, and compelling so that others will distribute, read, and promote it – from articles, commissioned research, to the annual AmbitioUS Resource Guide.
- Identifies and recommends opportunities where teammates need to show up (cross-sector conferences, lectures on emerging digital economies, legislative hearings on labor issues, etc.) to help build organization-wide expertise in recognizing narrative shift opportunities.
- Participates in stakeholder (e.g., investees, funders, focus group participants) meetings and work as needed, to help amplify their voices.
- Travels when safe to do so and strategically aligned with organizational and/or programmatic goals (e.g., to attend a conference for field learning, participate in investee site visits, or document a CCI convening).

Other / General

CCI has two physical office locations in Los Angeles and San Francisco, but operates permanently as a remote-work workplace, with on-site presence on an as-needed basis. As such, we expect the successful candidate to maintain or have substantially overlapping work hours with Pacific Time zone, and at times, work unconventional and irregular hours. Occasional travel may be necessary as well, to attend key meetings and conferences.

WHAT YOU'LL CONTRIBUTE

Strategy and Context Awareness

- Motivation to work for CCI's mission and to support our projects and programs.
- Cultural sensitivity to issues of representation and discrimination, with a desire to empower the voices of those who have been dispossessed and overlooked.
- Demonstrable knowledge of and commitment to issues of diversity, racial justice, and equity; lived experiences that foster empathy for vulnerable populations.
- Has a network and/or perspective of those underserved by conventional systems overall or the arts and culture fields specifically.
- Sensitivity to and willingness to adapt institutional behavior to reduce the struggles of the people CCI serves.
- Creativity to step into the unknown to find better ways to shift expectations and understanding so that what's urgently needed becomes more possible.
- Curiosity to learn and be engaged in various subject areas, such as arts, economics, labor issues, DAOs, blockchain, etc. (including participating in CCI's book/media group).
- Patience to work at an organization that moves only slightly faster than its funders whose funding affords CCI's work yet brings responsiveness to a deadline-driven environment.

Leadership

- Ability to work well with diverse colleagues of various backgrounds, with varied personalities and work styles.
- Self-awareness to know when to ask for direction and when to take initiative.
- Aptitude for managing up, down, and across internally with CCI's board & teammates and externally in the field.
- Initiative-taking to ensure that teammates are not inadvertently bottlenecking important information, networks, or knowledge.
- 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 exercise discretion, confidentiality, and values-based decision-making.

Knowledge, Skills, and Abilities

- Ability to work on a variety of writing and editing projects that can range from monthly e-newsletters to short article pitches and funder guidebooks.
- Journalistic expertise with the experience to write and edit at a high level and conform to APA standards for content and MLA for captioning of images and other artwork.
- Ability to write in other people's voices and to take instruction from program leaders on the key stories to push
- Strong research, analytical, presentation, and writing skills, including the ability to synthesize complex ideas.
- Experience with Marketing and PR (but not required to be an expert in either arena).
- Experience writing across various sectors, with a strong background in the arts and culture sector.
- Publishing experience encouraged, but not required
- Organizational, time-management, and project management skills to prioritize, multi-task, and work independently as well as collaboratively as a member of a team
- 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 (e.g., Hootsuite).
- Experience with Salesforce (preferred) or other CRM

Travel and Flexibility

- Availability to travel for conferences and convenings, 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

OUR CULTURE

If the following describes you, we would be very excited to connect with you:

- Humility in learning. CCI is a place of deep listening and unlearning; conventionally trained expertise is less valued than having an informed, critical perspective grounded in realistic constraints and foresight for what could be fantastically possible.
- Lived experiences in underserved communities or conditions that inform perspective, compel empathy, shape actions, and drive a passion for equity-enacting change.
- Professional experience to develop a critical understanding that status quos are not working at the level of changes that are now needed and possible.
- Collaborative team player internally, and in contributing bench strength to external partners and other institutions' complementary efforts; a true bridgebuilder who embodies the importance of relationship-driven movements.
- Pattern recognizer, systems thinker, or ability to think several steps ahead.
- Curiosity for the unknown; playfulness in the gray areas of structural rules and systems, and passionate about CCI's mission.
- Excitement to support realizing CCI's entrepreneurial vision for this new line of work.
- Ability to manage up, down, and across within the organization and amongst various types of funding, movement, nonprofit, and political partners.
- Understands that the process and journey is just as, if not, more important than the outcome itself.

TARGET COMPENSATION AND TOTAL REWARDS

This position is full-time and exempt. The annual salary for this role is budgeted between \$100,000 – \$115,000 commensurate with qualifications. Additionally, CCI offers:

- 100% employer-paid health insurance, including dental and vision for employees (eligible dependents available at additional cost)
- Life/AD&D and long-term disability insurance
- Voluntary retirement savings plan
- Voluntary healthcare FSA and dependent care FSA
- Time off between Christmas and New Year's Eve, and 13 additional paid holidays throughout the year
- 112 personal paid time off hours, which increases over time, and sick leave
- Annual stipend for professional development opportunities
- Monthly stipend for working remotely

OUR COMMITMENT TO DIVERSITY

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) 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 merit and not an individual's disability.

**** if you are interested in this position, please connect with sean@transformari.com or cher@chermurphy.com ****

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Transformari helps clients navigate change by partnering with them to design teams, recruit leaders, and develop talent. Led by former operating executives, practitioners, and consultants, we draw on our experience and depth of expertise to serve our clients.