



POSITION DESCRIPTION

TITLE:	Program Director, Catalyzing Capital
REPORTS TO:	President & CEO
LOCATION:	Anywhere in the U.S. & Territories
DATE:	Full-time, exempt position, effective January 1, 2019
COMPENSATION:	Salary is budgeted between \$75,000–\$80,000. CCI offers 100% employer-paid health and dental and voluntary retirement plan

Center for Cultural Innovation (CCI) seeks a Program Director, Catalyzing Capital to oversee all aspects of its new initiative’s funding program. The initiative, called AmbitioUS, will launch in early 2019 and is a time-limited (7–10 years), national program that will support the development of alternative economic systems that are more just, sustainable, and sustaining for artists and all those who share artists’ “gig” worker conditions of low and unpredictable income, few assets, high debt, and little credit.

Rooted in CCI’s focus on helping artists achieve financial self-determination, AmbitioUS builds common cause with all those who share objectives and values, which includes those working in alternative economy, economic justice, new economy, solidarity economics, regenerative economy, green economy, fintech, local economy, cooperative ownership, portability of benefits, and new social contracts for workers. AmbitioUS will deploy roughly \$1million/year in two areas: (1) to alternative economic trailblazers whose systems-level work will be furthered when incorporating or serving the creative workforce (a faster-together strategy), and (2) to artist-owned enterprises that build out new economy systems.

The Program Director, Catalyzing Capital will be responsible for all aspects of developing programs and deploying program funds in ways that build the intersection of new economy and the arts. This intersection is important in ensuring that economic systems are rooted in people and culture and that emerging financial practices and tools work for artists. AmbitioUS will use an “integrated capital” approach (term borrowed from RSF Social Finance) that includes grants, loans, loan guarantees, equity investing, impact investing, contracting, and crowdfunding. The Program Director will identify, conduct due diligence, and develop transactions in ways that are outcomes-based and beneficiary-focused. This work spans the U.S. and its territories, with priority for areas that are hubs of alternative economy activity (Boston and Oakland); under-resourced communities (rural, Native American, ethnically specific communities); and reflect the geographic priorities of our funders.

Specific to this position, the word “catalyzing” refers both to how AmbitioUS’s support will build the intersection of alternative economics and the arts (“catalyzing” as an adjective), and how we will encourage expanded support for those at individual or community levels who have been historically underserved by nonprofit and for-profit systems of support (“catalyzing” as a verb). The Program Director of Catalyzing Capital will be responsible for realizing both these intentions in unfettering local, community-based potential and in influencing the behavior of those with capital assets.

LOS ANGELES

244 S. San Pedro Street
Suite 401
Los Angeles, CA 90012
P: 213.687.8577
F: 213.687.8578

BAY AREA

901 Mission Street
Suite 306
San Francisco, CA 94103
P: 415.288.0530
F: 415.288.0529

cciarts.org

The Program Director, Catalyzing Capital works closely with the President & CEO, is part of a building AmbitioUS-specific team, and will work with CCI's core staff, including having the support of a shared program assistant and a shared communications and program associate. The President & CEO is responsible for fundraising for AmbitioUS, with the Program Director, Catalyzing Capital providing administrative and relational support.

For the strategically minded, values-based go-getter, this is an exciting time to join CCI as this person will be seminal in launching AmbitioUS and putting in place systems and culture conducive to these aims. CCI is seeking a person who is values- and visions-aligned who share our goals to affect financial systems that (1) work better for those who have not been well served and (2) ensure that artists are included in the development of the next generation of alternative economies. For too long, artists, culture bearers, artisans, and creative entrepreneurs have been sidelined by dominant sources of support; yet, because the creative workforce represents growing numbers of gig workers, spans all types of labor markets, and is in every type of community in the US, getting financial systems right for, by, and with artists can help millions of others who share artists' challenging financial conditions.

The successful candidate will have direct experience in the financial industry (such as lending, asset or wealth management, or investing), familiarity with grantmaking (as a funder, partner, or beneficiary), and interest in artists and their needs. We encourage applications from those who have been cross-sector in their education or lines of work, and with demonstrated ability to recognize opportunities to depress levers for enacting systems change. In addition, the person should be interested in being challenged intellectually and should be service-oriented in wanting to help others realize their potentials.

ROLES AND RESPONSIBILITIES

1. Works closely with CCI's President & CEO and the Managing Director, senior staff, and program consultants to design, implement, track, and assess deployment of AmbitioUS's funds.
2. Supports the development of systems (e.g., record keeping, tracking of investments, assessment-related data) and strategies (i.e., to meet multiple objectives).
3. Supports the President & CEO in meeting obligations of funders—proposal drafting, financial tracking, and reporting—as well as in engaging funders (and other partners) in the goals of the initiative.
4. Manages and implements the Catalyzing Capital programs, including both invitation-only and open application systems.
5. Generates funding recommendations and reports for CCI's board.
6. Monitors performance and progress of fund beneficiaries, including making recommendations to amend or change terms.
7. Manages assessment and evaluation activities.
8. Shares insights by writing and presenting publicly.
9. Coordinates with CCI staff on producing convenings that build cross-sector relationships and learning.
10. Manages and adheres to CCI grants management and financial tracking systems for all types of capital deployment.
11. Attends and supports AmbitioUS program events and other program-related activities that will require regular overnight travel and work on occasional evenings or weekends.
12. May recruit and supervise staff, consultants, and/or volunteers.
13. Contributes to the day-to-day operations of CCI by working as part of the senior leadership team on all aspects of internal systems for CCI to be efficient, effective, and impactful for those we serve.
14. Other AmbitioUS-related responsibilities, as assigned.

QUALIFICATIONS

1. Shared understanding that capitalist systems and neo-liberal practices are broken and that this is the opportune moment to encourage improved systems.
2. Shared belief that better systems that are sustaining and sustainable are ones controlled and owned by those at localized, community-based levels, with “communities” being place- or identity-based.
3. Recognition that relationship- and trust-building are essential to alternative economic systems.
4. Excellent writer and comfortable presenting in front of others.
5. Demonstrated strong research, analytical, and strategic-thinking skills.
6. Working knowledge of Microsoft Office suite of programs, specifically Word, Excel, and PowerPoint.
7. Self-directed project management skills.
8. Ability to perform and manage work effectively when faced with multiple pressing deadlines.
9. Familiar with and comfortable working remotely using telephone, email, and video conferencing.
10. Experience in lending, investing, or other related financial-industry activities.
11. And, any one or more of the following complementary knowledge or experiences:
 - a. Entrepreneurship;
 - b. Private philanthropy or foundations, grantmaking, or responsibility for grant-funded projects;
 - c. Worker-owned cooperatives, blockchain, public-ownership, community-based assets or trusts, and the like;
 - d. Cross-sector background;
 - e. Understanding of the challenging financial lives of artists; and/or
 - f. Lived experiences that foster empathy for vulnerable populations.

ABOUT CCI

Center for Cultural Innovation (CCI) is a California nonprofit 501(c)(3) organization headquartered in Los Angeles with an office in San Francisco. Founded in 2001, the mission of CCI is to promote knowledge sharing, networking, and financial independence for individual artists and creative entrepreneurs by providing business training, grants and financing, and incubating innovative projects that create new program knowledge, tools, and practices for artists in the field. Further information on CCI can be found at www.cciarts.org. In addition, CCI is an equal opportunity employer. We strongly encourage people of color, immigrants, queer and gender nonconforming people, and those with disabilities to apply.

TO APPLY

Interested candidates should submit a cover letter, resume, and 3–5 writing samples (e.g., foundation docket report, business plan analysis, narrative financial analysis, articles on relevant topics, or other pertinent examples), and list of references. At this point, references are reviewed to understand candidate’s professional network; we will not call them without permission and will seek permission in advanced stages of the hiring process. Applications must be sent to search@cciarts.org with the subject line: “Program Director, Catalyzing Capital.” All materials must be sent in a single email. CCI will begin reviewing resumes December 17, 2018 and will continue reviewing them until the position is filled. (For resources about this program, please see our 2016 report, [Creativity Connects](#), which provides empirical background for this program, and our program’s [web page](#).)