



JOB SPECIFICATION FOR
Program Officer, *AmbitioUS*

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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. Further information on CCI's history and ongoing work can be found at www.cciarts.org and www.ambitio-us.org, its AmbitioUS initiative.

ABOUT “AmbitioUS” & OVERVIEW OF THE POSITION

AmbitioUS is an initiative of CCI to act as an experimental arm of the philanthropic sector. AmbitioUS is a set of activities to enact a new, values-based economic ecosystem; to afford ownership among those who have been excluded by conventional systems of for-profit and nonprofit support; to center on artists and cultural work that root enabling financial systems; and to act in common cause with others to help artists and all those who share their challenging gig conditions of low wages, unpredictable income, high debt, few assets, and little credit.

Launched in January 2019 after three years of research and development, AmbitioUS is a time-limited effort to take advantage of a moment of tremendous change. There are growing numbers of experiments with alternative economic models that aim to shift capital and ownership to build a more just, sustainable, and healthy world, some of which show real promise to create systemic change. CCI is a long-time service provider, intermediary, and ally of artists, and our unique arts and culture perspective manifests in AmbitioUS.

As a core member of the AmbitioUS team, the Program Officer will support the team's work of 'unconventional philanthropy', through continued investment and grantmaking, conducting research on topics and organizations, contributing subject matter expertise, organizing stakeholder convenings, and ensuring that program milestones are met. At the midpoint, or 'supernova stage' of this time-bound initiative, building on the momentum with targeted execution is vital. As such, the Program Officer will play a critical role of balancing operational effectiveness and acting as connective tissue for the network, in support of the Program Director. In doing so, this leader will act as the right-hand to the director, enabling her to focus on the strategic needs of the field, including those of AmbitioUS's existing grantees and investees, and transferring the knowledge and practices gained through AmbitioUS's work to movement leaders as the initiative closes out.

“The successful candidate will be a strong project manager and grantmaker, with a deep appreciation for the solidarity economy. Given the variety of organizations that AmbitioUS interacts with, the ideal candidate will bring a deep level of curiosity, learning agility, cross-cultural sensitivity, self-awareness, and communication skills.”

The Program Officer reports directly to the Director, AmbitioUS, and will collaborate across CCI as stakeholder partnership is key. The role can be based anywhere in the U.S., however candidates located in California (preferably Los Angeles or Bay Area) or Chicago, Illinois are preferred.

ROLE DESIGN

Supporting Strategy and Vision for CCI and AmbitioUS

- Contribute to the vision of the initiative while demonstrating content knowledge and leadership in areas such as solidarity economics, philanthropy, grantmaking, mutual aid work, impact or community-driven investments.
- Build and maintain relationships with grantees, investees, and other stakeholders in ways that add value and provide insight to the AmbitioUS program.
- Conduct research on potential investments, topic areas, and/or trends where AmbitioUS might be interested investing.
- Support and participate in various CCI, AmbitioUS, and industry-relevant programs, events, and workshops as a representation of CCI's values in action.
- Support other responsibilities, projects, and colleagues to help CCI fulfill its aspirational mission.

Program Management for AmbitioUS

- Participate in, and in some cases lead, the grantmaking and investment processes. Strong focus in scheduling and attending discovery meetings, compiling due diligence materials for grant briefs and docket reports, and writing funding recommendations.
- Communicate with grantees and investees in ways that reflect the values of the program, whether that is to request due diligence materials, solicit their input, or to thank them for their time.
- Undertake activities that proactively promote the work that the program supports, such as website/social media analyses, blog posts, contributing report content which help support the voice of AmbitioUS.
- Participate in upkeep and implementation of company-wide procedures and systems for compliance, record keeping, and knowledge management.
- Respond to inquiries and questions with sensitivity, promptness, discretion, and CCI's commitment to their values and maintaining confidentiality.

Project Management

- Manage timelines and work plan, communicate specific updates, needs, and milestones to the team while proactively solving problems.
- Bring a strategic mindset to our grantmaking and investment processes, work closely with CCI's Systems and Grants Manager to ensure our processes are efficient, that our records are complete, and that we can easily run accurate reports.
- Participate in, and in some cases lead, planning for stakeholder convenings. Coordinate with CCI colleagues and consultants on producing AmbitioUS convening(s).
- Ensure that shared drives and platforms (Google Drive, Basecamp, etc..) are complete and up to date.

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 (HQ) and/or Central Time Zone (Program Director), and at times, work unconventional and irregular hours. Expect regular travel (approximately one week per month), to visit potential and current grantees, attend key meetings, and participate in conferences.

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 the status quo is not working at the speed or magnitude of the 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 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 are just as, if not, more important than the outcome itself.

WHAT YOU'LL CONTRIBUTE

Strategy and Context Awareness

- Strong motivation and commitment to CCI's mission, projects and programs.
- Demonstrable commitment to issues of diversity, racial justice, and equity
- Has a network and/or perspective of those underserved by conventional systems.
- Lived experiences that foster empathy for vulnerable populations
- Sensitivity to and willingness to adapt institutional behavior to reduce the struggles of the people CCI serves.

Leadership

- Self-awareness with an actionable plan for development along with the curiosity & drive for continuous learning.
- Able to balance taking initiative and asking for direction.
- Strength in working well with diverse colleagues of various backgrounds, with varied personalities and work styles.
- Responsive to a deadline-driven environment with great attention to detail.
- Proactive time management expertise which includes a commitment to ensuring that assigned programs run with ease and on time.
- Ability to give and receive constructive feedback that will contribute to a positive team culture and advance CCI's entrepreneurial mission
- Competence in managing up, down, and across internally with CCI colleagues & Board and externally across the network.

Knowledge, Skills, and Abilities

- Robust research, analytical, writing and presentation skills which includes the ability to synthesize complex ideas into simple communication.
- Experience with grantmaking is required while impact investment experience is preferred.
- Excellent organizational, time-management, and project management skills with the ability to prioritize. The ability to multi-task while working independently or as a team member is key.
- Experience with Salesforce (preferred) or other CRM and ability to use social media and digital publishing platforms (Hootsuite)
- Ability to use Google Workplace and/or Microsoft Windows Office Suite, and working knowledge of Canva, HTML, Constant Contact, and Survey Monkey preferred.

Travel and Flexibility

- Availability to travel for conferences and convenings.
- Flexibility to work weekends and/or evenings to attend CCI-supported programs, meetings, and events either virtually or in-person.

TARGET COMPENSATION AND TOTAL REWARDS

This position is full-time and exempt. The annual salary for this role is budgeted between \$85,000–\$90,000, 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 significantly impacts the individual's ability to perform essential job functions, unless providing such accommodation would create 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 and 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.