



JOB SPECIFICATION FOR

Program Officer
Research to Impact Lab (R2i Lab)

in partnership with

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ABOUT US

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 OVERVIEW

The Program Officer is a key member of the Research to Impact Lab (R2i Lab) team at CCI, which operates within a specific scope of responsibility and decision rights, in collaboration with other CCI teams. Research to Impact Lab's scope is to advance research, engage in advocacy, make investments, and incubate new systems and structures to create the social and economic conditions that allow diversity, culture, and self-determination to flourish.

The Program Officer will report to the Director of Research to Impact Lab, and will be responsible for high-level relationship building with new and potential partners, stewardship of existing relationships, management and facilitation of incubated projects, and pursuing and leading public communication (writing, speaking engagements, conference presentations) about the work of R2i Lab

Although the Program Officer will have their own portfolio of projects, the R2i Lab team works very closely together to shape, refine, and align projects and strategy.

CCI has two physical office locations (Los Angeles and San Francisco) but operates permanently as a remote-work workplace, with on-site presence on an as-needed basis. This role can be based anywhere in the lower 48 states within the US and will require travel to participate in conferences and attend key meetings as expected. At times, unconventional and irregular work hours may be expected as well.

KEY ROLE RESPONSIBILITIES

- Refines and advances the R2i Lab vision and strategy in collaboration with the Director and Program Specialist, ensuring clear communication to internal and external partners.
- Builds and maintains strong cross-sector relationships within gig work fields (arts, home health care, domestic work, etc.) and across relevant areas of expertise (policy, technology, organizing, research, journalism) to support R2i Lab's projects.
- Incubates and facilitates the development of new and existing R2i Lab projects, guiding them through ambiguity toward clarity, iteration, and implementation.
- Manages and oversees multiple consultant engagements, ensuring timely delivery of work product and alignment with CCI's guiding principles, R2i Lab's [strategic goals](#), and values of diversity, culture, and self-determination.
- Stewards grants through every step of CCI's internal processes, from concept development and proposal through grant agreements, implementation, and final reporting.
- Communicates and elevates R2i Lab's work externally through writing, speaking engagements, and presentations that make visible the processes of experimentation and learning.

- Identifies and engages in relevant conferences, convenings, and learning opportunities aligned with R2i Lab's focus areas (policy, technology, creativity, worker power, community and cooperative ownership models, philanthropy, entrepreneurship), strengthening the Lab's field presence and partnerships.
- Designs and hosts convenings that foster collaboration among R2i Lab partners, build cross-sectional relationships, and seed new project opportunities.
- Collaborates with other CCI programs to ensure R2i Lab's projects are aligned with CCI principles, leverage internal expertise, and contribute to a culture of shared learning and mutual support.
- Supports organization-wide responsibilities and projects to advance CCI's mission.

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.

WHAT YOU'LL CONTRIBUTE

Technical Skills / Abilities

- Clear-eyed critical analysis of existing systems (philanthropy, technology, policy, etc.).
- Understanding of how systems (ex: health care, financial markets, education, safety nets, among others) intersect.
- Ability to recognize patterns and future trends.
- Outstanding written and verbal communication.
- Ability to make complex or ambiguous concepts accessible and communicate them effectively across diverse fields, sectors, and professions.
- Ability to turn new, intangible concepts into concrete projects.
- Ability to build high-level relationships across contexts.
- Approaches systems change work with hope.
- Approaches new and unfamiliar concepts with curiosity and an appetite for learning.

- Thorough project management, including scheduling and meeting facilitation (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.
- Maintain Pacific Time work hours, travel regularly, and, at times, work unconventional and irregular hours. CCI has two physical office locations in Los Angeles and San Francisco, but CCI operates as a remote-work workplace, with on-site presence on an as-needed basis.

Knowledge

- Working conditions of freelancers, including artists, and policies that affect them
- The role of culture in systems change (past, present, future)
- Philanthropic or nonprofit operations
- Cooperative or community ownership models a plus, but not required

Experiences

- 8+ years of experience in the third sector (ex: philanthropy, nonprofits, organizing, tech for public good, or other social benefit-focused enterprises).
- Professional experience leading or incubating cross-contextual partnerships.
- Experience with co-leadership or co-creation of a business, nonprofit, project, or other entity.
- Lived experience with existing systems that impact freelancers and artists is a plus.
- 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.

Travel and Flexibility

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

TARGET COMPENSATION AND TOTAL REWARDS

This position is a full-time, remote, exempt role. The annual starting salary for this role is budgeted between \$105,000 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.

OUR COMMITMENT

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.

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.

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 let us know.

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

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Transformari helps organizations 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.