



JOB SPECIFICATION FOR

Manager of Program, *“Sol Center for Liberated Work”*

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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.

CONTEXT AND OVERVIEW OF THE POSITION

We are seeking a Program Manager to steward a new program for research, advocacy, and incubation: This person will be a coalescer of gig worker intermediaries to bring about enabling policies that shift our social contract to expand to all people. (The program's placeholder name, “Sol Center for Liberated Work” will be renamed to reflect the continued direction and momentum of the program. More information can be found at <https://solcenter.work/>).

This recently launched program focuses on policies, regulations, and building infrastructure that would fundamentally expand America's social safety net to encompass everyone, regardless of employment status. Rather than act, however, as a special interest group for artists, “Sol Center” will use its experience in understanding the broken systems that leave arts workers unprotected to be a bridge builder unifying the various segments of gig worker groups to influence alternative systems that protect people and their communities through knowledge, laws, and new networks that do not yet exist.

As a center for cultural innovation, this program will disconnect the outdated ideal of worth as tied to work in order to normalize that everyone deserves dignity, security, protections, and possibilities. Inclusive to this program is researching, advocating for, and building relationships that expand protections for everyone and empowers people and their communities to be sustained, self determined, and stewards of their own destinies.

All members of the “Sol Center” team will be instrumental in shaping new systems that manifest a national cultural identity reflecting the diversity of society, as well as be responsible for both their practical implementation through research, advocacy, lobbying, grantmaking and investments, and incubation. This new portfolio of work is deliberately cross-sectoral and creative—open to unconventional and untried solutions, particularly technologically enabled possibilities; and actively seeks to “hack” existing laws, economic paradigms, and structures of support.

The successful candidate will be a leader who understands how to bring together policy and coalition building in partnership with a broad community of stakeholders; someone who also understands the moment we are in - from the perspective of the evolving workers' environment - and can imagine opportunities to shift and expand social safety nets across multiple employment statuses. A spirit of curiosity, deep collaboration, and relationship-based policy perspective is at the heart of this work.

This person will work closely with and complement CCI’s AmbitioUS initiative, which provides funding to develop infrastructure for projects wherein cultural communities can be preserved and sustained through ownership of their economic assets, and to support experiments that collective arts workers power — economically, socially, and politically. More broadly, this person will collaborate across the entire CCI team on a day-to-day basis on matters related to both “Sol Center,” as well as the overall organization.

The Program Manager for “Sol Center” will report to the Program Director (who will be joining the team this year) and will also work closely with CCI’s President and CEO Angie Kim who is the Founding Director of the program: Together, this program’s potential will be realized through collaboratively setting strategies and goals. The role can be based anywhere in the U.S., with preference for proximity to major airport hubs (e.g., Los Angeles, San Francisco Bay Area, Denver, Chicago, New York, Atlanta, or D.C.).

Role Design

The Program Manager will be an expert coalescer who can bring the policy aspects of change to fruition – someone who understands that inherited single-issue, single-industry foci are not what these times call for and recognizes this disruptive moment as an opportunity to advance mutualistic approaches and humanizing outcomes that fundamentally rewrite the social contract. The core competencies are building a movement through organizing and coalescing, informed by an ability to analyze and translate policy for a wide audience. The role calls for the proven ability to build relationships with integrity, grounded in implementing solutions for those most dispossessed or overlooked by conventional systems of job-linked support.

Coalescer of Gig Worker Intermediaries

- Coalesces representatives of gig worker entities and intermediaries across as wide of a spectrum as possible—those in survival economies, domestic workers, migrant farm workers, sex workers, independent workers marginalized from on-site employment due to disabilities, 1099 contractors, alternative-economy health workers and doulas, and under-the-table income earners. Will shape strategies and priorities through CCI’s deep knowledge of gig arts workers who have long demonstrated what it looks like to struggle with unpredictable income, wage theft outside of legal protections, thin credit files, lack of emergency and retirement savings, and insurmountable debt. Essentially, this role builds the table, identifies partners to invite in, and actively creates a united front for the movement.
- Experiments with coalescing a community of intermediary communities that are centered less on a voting issue and more as a field “muscle” that will be a new piece of gig worker ecosystems that can be nimble, resilient, and active in taking advantage of opportunities for change.
- Builds integrous and trusting relationships earned by balancing realism with the joyous possibilities for enacting alternative solutions to generations-old problems.
- Brings together different parties to agree on policy priorities and act on common agendas that are based on systemic changes that, as a whole, will legitimize expanding protections for everyone, regardless of the nature of work, and shift political and economic power to those at community levels.

Policy Expert, Analyst, and Originator

- Develops and implements advocacy strategies and campaigns that have the potential for federal-level impact by working at the local, state, and federal levels.
- Identifies and shapes enabling policies for alternative, principled administrative, legislative, and regulatory structures of support. This includes providing formal comments on pending legislation, giving testimony to government officials, contributing to amicus briefs, and influencing regulators’ attention.
- Implements ideas and solutions based on an understanding of how federal administration and legislative processes and personnel work.
- Builds and maintains relationships with governmental representatives, with the goal of advancing and promoting CCI’s goals.
- Analyzes policy ephemera, such as bills and research reports, to draft, produce, and distribute easy-to-understand memos or digests for partners, funders, government representatives, and general public readership through relevant communications channels.
- Monitors policies and updates CCI’s paid subscription policy tracking tool, Quorum.

Producer of Legislative Visits

- Produces gatherings that prepare, train, and bring gig-worker intermediary representatives or their constituents to advocate on priorities that further the group’s goals. At minimum, one gathering a year, with the Program Manager strategically determining the balance between federal and regional state-focused opportunities.

Other Areas of Support

- Manages performance of contracted experts (lobbyists, campaign strategists, communications teams, convening facilitators, etc.).
- Manages funding contracts for coalesced participants.
- Pitches and presents at conferences, facilitates meetings, and directly advocates.
- Collaborates effortlessly and is a strong communicator in multitudes of groups, sectors, and systems.
- Manages paid subscription services Quorum and EveryAction in ways that further goals.

Additionally, the successful candidate will be a vital part of CCI, contributing to the broader team in various ways:

- Contribute to the day-to-day operations of CCI by working as part of the CCI team.
- Manage, mentor, and supervise “Sol Center” staff, as directed.
- Actively participate as a change agent, as CCI continues to shift towards a culture of autonomy and accountability.
- Participate with other CCI staff on the development and use of effective organizational systems (e.g., record keeping, tracking of investments, assessment-related data) and strategies (i.e., to meet multiple objectives).
- Recruit and supervise staff, consultants, and/or volunteers.

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 the Pacific Time zone, and at times, work unconventional and irregular hours. Travel to build relationships as well as attend and present at meetings and conferences will be required, including to places that require the Program Manager needing to have an active driver’s license and automobile insurance.

INGREDIENTS FOR SUCCESS

(as described by the CCI team)

- *“Someone who is agile, entrepreneurial, has lots of curiosity and energy.”*
- *“Angie is a strategic visionary who is always 10 steps ahead. The successful leader in this role needs to be able to take that energy and help her think through things - communication skills, patience, and the confidence to ‘interrupt’ for the purpose of clarification and getting on the same page.”*
- *“A person who is drawn to human-centered messy work. At CCI, the human experience is very centered in the work we do.”*
- *“This is a program in transition, working closely with a leader who is evolving and growing beyond normative CEO expectations.*
- *“...because our work is relationship-driven, it’s a give and take. Pace is both fast and slow.”*

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 are just as, if not, more important than the outcome itself.

WHAT YOU'LL CONTRIBUTE

- Leading and managing relationships are key to the success of launching this evolved vision of the program.
- Expertise in creating solutions from a holistic approach and conventional advocacy approaches that can change this broken system. This leader will bring expertise and be additive, taking "Sol Center" beyond the worker-advocate paradigm.
- Ability to gain trust internally (up, down, and across) and externally is the measurement of a change maker.
- Expertise in convening leaders and organizations to bring about alternative systems and solutions for the new reality of work. This initiative is where CCI will experiment to find the solutions needed to change the workplace realities for millions of Americans.
- Having a deep understanding of the BIPOC perspective to create equitable and actionable alternative systems that protect people and their communities through knowledge, laws, and new networks that do not yet exist. Without acknowledging the specific violence, cultural erasure, racism, and discrimination experienced by BIPOC communities that continue, this initiative will not create a new paradigm of human worth.
- An appreciation for the need to engrain alternative cultural beliefs and purpose in the systems that govern society, including for gig workers and cultural communities under threat. The right movement and policy expert may come from the creative industries, labor movements, workers' rights, economic justice, impact investing, just transition, worker-owned cooperatives, new economy, or local economies.
- Strength in building relationships and getting individuals and groups to consensus.
- Ability to manage contracts, relationships with various partners, and coalitions to help them be time and cost-efficient (including partners who may be incubated, invested in, fiscally sponsored, etc. in the impact phase of work).

TARGET COMPENSATION AND TOTAL REWARDS

The annual salary for this role is budgeted between \$85,000-\$105,000, commensurate with qualifications.

Additionally, CCI offers:

- 100% employer-paid health insurance, including dental and vision.
- Life/AD&D and long-term disability insurance.
- Voluntary retirement savings plan.
- Voluntary healthcare FSA and dependent care FSA enrollment.
- 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, as well as remote office equipment (computer, phone) and supplies.

OUR COMMITMENT TO DIVERSITY

CCI is committed to creating a diverse environment and 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.

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

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YOUR TALENT PARTNERS FOR TRANSFORMATIVE IMPACT

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.

Why we partnered with CCI on this engagement:

The mission of CCI and its “Sol Center” program has the potential to impact many lives through a movement that seeks to shift and expand existing social safety nets. In addition to this transformative purpose, we were excited by the opportunity to seek a leader who will drive unconventional and untried solutions, and to “hack” existing laws, economic paradigms, and structures of support. For CCI, the search process itself was also a chance to reimagine how typical retained searches are conducted. We are grateful to co-design the approach with CCI in a manner that enables deeper learning and holistic input from a community of stakeholders beyond the hiring organization.