POSITION DESCRIPTION

TITLE: Systems and Grants Manager
REPORTS TO: Managing Director and Program Director
LOCATION: California (preferably Los Angeles or Bay Area). CCI is a remote work company with offices located in Los Angeles and San Francisco. CCI prefers applicants who live anywhere in the state of California. Applications will not be accepted for any candidate who resides outside of California.

TYPE: Full-time, exempt position, effective immediately
COMPENSATION: $90,000 annually plus benefits (see below)

ABOUT US:
Center for Cultural Innovation (CCI) is a California 501(c)(3) nonprofit organization headquartered in Los Angeles. Founded in 2001, our mission is to support individuals in the arts—artists, culture bearers, and creative entrepreneurs—to realize greater self-determination so as to unfetter their productivity, free expression, and social impact, which contributes to shaping our collective national identity in ways that reflect the diversity of society. Further information on CCI can be found at www.cciarts.org and its AmbitioUS initiative at www.ambitio-us.org.

POSITION OVERVIEW
The Systems and Grants Manager is a new position that will support CCI’s operations and grants management systems to maintain consistency and ensure they run smoothly. As a member of the Operations team, the Systems and Grants Manager will ensure that operational procedures and systems comply with internal policies and IRS regulations. In addition, this position is a member of the Grants Program team and will support the implementation of effective and equitable charitable spending practices, advise on industry-level grants management practices in alignment with CCI’s mission and values, oversee and participate in data entry for consistency, completeness, and accuracy, and generate information and analyses for proposals and reports. The Systems and Grants Manager will be in charge of training and supporting all staff in these areas, as well. The ideal candidate will be skilled in managing information, performing research, staying up-to-date on industry trends, creating processes and workflows, using databases in strategic ways, and leveraging reports to inform CCI’s ongoing work. Moreover, this person is one who thrives in playing a supportive role by looking for and enacting systems that enable CCI to be efficient and impactful.

The Systems and Grants Manager will be supervised by the Managing Director and will work closely to support both the Managing Director and Program Director. Because contracts, information management and analyses, and systems are the backbone of the organization, this position will work across and in all program areas.

CORE RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

● Manage overall quality control and data integrity across CCI’s operational platforms (Submittable, Salesforce, Soapbox Engage, Zapier, and Basecamp) ensuring accuracy of grant and other CRM-related data including grant, loan, and investment agreements and contracts, demographic data collection protocols for both grants and workshops/convening/events, office inventory, and Salesforce data governance;

● Serve as CCI’s primary Salesforce administrator, setting data governance policies, supporting CCI staff with troubleshooting, customizing the platform as needed, and staying up-to-date on the platform’s tools, capabilities, and features;
● Work with outside vendors to ensure grant applications/workshops/events integrate properly with all CRM systems;
● Support staff in applying trust-based grantmaking practices;
● Establish policies and implement protocols for cybersecurity, back-up and cloning systems, and for alternative operational processes in case of data breaches and disasters;
● Review and approve all contracts and act as the final quality control reviewer when CCI sends acceptance and declination notifications to applicants;
● Coordinate and document all operational, grantmaking, and reporting processes;
● In partnership with internal teams, conduct business systems needs assessments by collecting information on work procedures, workflows, and user challenges;
● Proactively seek to understand job-specific functions and tasks and collaborate with the Managing Director and Program Director to establish training priorities;
● Develop customized trainings with accompanying documentation on core, organization-wide business systems that leverage various learning modalities;
● Deliver internal training sessions on core, organization-wide business systems for both existing staff and new employees through a combination of live training sessions and pre-recorded video content;
● Contribute to analyses of systems and processes, and recommend changes or modifications to ensure effectiveness and cost efficiency of all processes;
● Identify opportunities for performance improvement and capacity building;
● Conduct research and generate summaries, as assigned, for both operational and programmatic needs;
● Respond to inquiries and questions with sensitivity, promptness, discretion, and commitment to maintaining confidentiality, and forward to appropriate staff;
● Attend, support, and participate in various CCI programs, as assigned, including taking notes and tracking and following up on participants’ assigned tasks;
● Provide back-up to the Operations Associate, as needed; and
● Support other responsibilities, projects, and staff, as assigned (e.g., convening logistics, company property, and contracting) to help CCI fulfill its aspirational mission.

WHAT WE’RE SEEKING:
● Motivation to work for CCI’s mission and to support our projects and programs;
● Enthusiasm for efficiency and thoroughness, and a desire to engage with CCI’s team culture of curiosity, critical thinking, high standards for serving constituents, and collaboration;
● Direct experience and demonstrated proficiency in grants management systems and databases strongly desired, and experience with Salesforce and Submittable grants management systems a plus;
● Ability to type accurately 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);
● Ability to analyze data and interpret information to develop data management strategies across systems and generate reports;
● Ability to troubleshoot, document and aggregate challenges, identify patterns, and propose systemic solutions;
● Strong research and analytic skills, including ability to synthesize complex ideas and concepts into useful and easy-to-understand reports and graphics;
● Attention to detail and excellent organizational, time management, and project management skills with the ability to prioritize, multi-task, and work independently and remotely as well as collaboratively as a member of a team;
● Solid judgment, critical thinking, and problem-solving skills;
● Ability to communicate ideas effectively and accurately in both written and verbal forms;
● Ability to work well with diverse colleagues of various backgrounds, with varied personalities and work styles;
● Curious and eager to learn (including participating in CCI’s book/media group);
● Sensitivity to and willingness to adapt institutional behavior to reduce the struggles of the people CCI serves;
● Ability to lift up to 25lbs;
● Flexibility to travel, as assigned and when safe to do so;
● Must comply with Company’s vaccination policy; and
● Authorized to work in the United States.

COMPENSATION AND BENEFITS
This position is full-time and exempt. The starting salary is $90,000 annually. Because we know that the
deliberate practice of salary negotiation can contribute to pay inequities, this starting salary is non-negotiable. The full
salary range for the role is $85,000 to $115,000 per year.

CCI offers a benefits package that includes:
● 100% employer-paid medical, dental, and vision plans for employees (eligible dependents available at
  additional costs);
● Voluntary 403b retirement plan enrollment;
● 10 vacation days, which increases over time, and sick time;
● Time off between Christmas and New Year’s Eve and additional holidays throughout the year;
● Four personal days (for such needs as volunteer or activism hours, cultural holidays, school closures,
  and other life events) annually;
● Life/AD&D and Long-Term Disability Insurance;
● Voluntary Health Care FSA and Dependent Care FSA enrollment;
● $500 in funds for professional development opportunities per CCI fiscal year;
● $100 monthly stipend for working remotely;
● Remote office equipment (computer, phone) and supplies.

OUR HIRING PROCESS AND TIMELINE
● Applications will be accepted through August 1, 2022.
● We will reach out to qualified candidates to schedule a 45-minute initial interview starting August 15,
  2022. Finalists will be invited to schedule a 45 to 60-minute interview starting August 30, 2022.
  Finalists may also have the opportunity to speak to CCI staff regarding the nature of the work,
  activities, and organizational culture. In addition, CCI will request to speak with finalists’ references. An
  offer will be made shortly thereafter. If you require a reasonable accommodation to participate in our
  application process, please let us know.
● The expected start date for this position is late-September/early-October.

TO APPLY:
Submit in a single email to Lauren Bailey at search@cciarts.org, with the subject line “Application: Systems
and Grants Manager” the following:
1. A (1-page maximum) cover letter with a summary of your relevant experience/transferable skills and
   how they add value, why you are interested in the position, the kind of work environment you thrive in
   or enjoy contributing to, and something about CCI’s work that excites you.
2. Résumé (no longer than 2 pages).

Please note that only complete applications—which includes a cover letter and résumé—will be considered. No
calls, emails, or social media messages please. Prospective applicants are strongly encouraged to review our
websites before submitting materials for consideration.

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. 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.