



Seeking Analyst/Navigator for the Constituency Advisory Program (Beyond the Base)

About the Cultural Space Agency

The Cultural Space Agency (The Agency) is a new municipally chartered corporation, a public development authority. The Agency is a mission-driven, values-based cultural real estate development company, an intermediary between the worlds of commercial real estate development and community-based cultural operators. Chartered by the City of Seattle, the Agency is fully autonomous and independent. Our mission is to create community wealth through an anti-racist lens, using cultural space, broadly defined, as the primary instrument for investment.

In our first twenty-four months of operation, the Agency has experienced tremendous growth. We have secured five cultural spaces in the Seattle-area, all of which will be co-owned and led by Black, Indigenous, and People of Color (BIPOC) individuals and organizations. Projects range from the preservation of a 100-year-old vaudeville theater, to the acquisition of a half a city block for a future cultural space and affordable housing development.

While brand new, the Agency builds on years of planning and goodwill between government, artists, philanthropy, and grass roots community leaders. In the past 24 months, we have raised \$28 million in philanthropy and direct government support, and we are in the process of acquiring, and securing for long-term cultural use, and BIPOC community control, over 60,000 square feet of cultural space.

About the Constituency Advisor Program (Beyond the Base)

The Cultural Space Agency has been guided in its development by a core group of experts in many of the fields that connect to cultural space. This core group, known as The Constituency, is made up of architects, property developers, community organizers, and artists, as well as philanthropists, elected officials, commercial lenders, attorneys, academics, and nonprofit directors.

This “deep bench” of experts has been invaluable to the development of the Agency and represents a significant resource of wisdom and expertise.

The Agency also works directly with multiple emerging community-based cultural organizations who are typically exploring their first significant cultural space capital projects. These organizations are in need of the very expertise and wisdom that The Constituency represents.

Our Constituency Advisory Program (Beyond the Base) marries this need and this resource in a new program. The Constituency Advisory Program will train the members of The Constituency (a group that grows by another 20 experts every year) into a professional consultancy, one that can advise on all aspects of cultural space development. The program will fund this consultant group to coach emerging cultural organizations through capital projects, beginning with the Cultural Space Agency’s own partner organizations, and ultimately expanding to serve all emerging organizations in need of capital project support.

The Role

Individuals in the Analyst / Navigator role within the Constituency Consultancy program play a pivotal role in fostering relationships with both the community partner organizations receiving support and the advisors themselves. This position involves direct reporting to the Constituency Consultancy Program Director, who, in turn, reports to the executive director of the Cultural Space Agency.

Drawing inspiration from the concept of a "case manager" in the realm of social services, the Analyst / Navigator assumes a crucial role in collaborating with community partner organizations. Their primary responsibilities include identifying areas of need, as well as strategizing and prioritizing the program's approach to addressing these needs.

Moreover, the Analyst / Navigator actively engages with the Consultants on our roster, guiding their expertise to align with the specific requirements of the organizations being served. This multifaceted role ensures a cohesive and effective execution of the Constituency Consultancy program.

The Analyst / Navigator's role encompasses a diverse set of responsibilities, including but not limited to:

1. **Case Management:**
 - Oversee a minimum of 6 concurrent projects (organizations served).
 - Collaborate with organizational leadership to identify needs within each organization.
 - Develop a strategic and sequenced plan for addressing these identified needs.
 - Conduct continuous evaluations of needs and assess the effectiveness of their respective resolutions.
2. **Consultant/Advisors Management:**
 - Manage advisors in their engagements with organizations.
 - Manage up to 10 advisors engagements and contracts concurrently, with typically two or three advisors per organization.
3. **Content Expertise:**
 - Engage with a diverse array of experts in fields such as property acquisition and development, commercial financing/lending, philanthropy, organizational development, government regulations and processes, land use law, and other specialized areas.
 - While not expected to be an expert in every field, possess a fundamental understanding of various areas to effectively oversee the work.
 - Adaptability to work with cultural organizations at different developmental stages, capacity levels, and understand the challenges unique to these organizations (both nonprofits and other forms).
4. **Manage Project Budgets:**
 - Collaborate with the Program Director to establish the budget for each project.
 - Effectively manage the utilization of each project's budget and forecast, covering consultants' time, organizational resources, and related expenses.
 - Work in tandem with the Program Director to adapt project budgets as unforeseen needs arise.

Requirements

Out of a deep commitment to removing barriers that have historically proven inequitable, we have intentionally omitted most of the strict requirements for a specific work history or formal training from this search. Candidates should recognize the highly specialized nature of this work and the limited capacity of the organization to provide extensive training.

That being said:

- We seek professionals with a minimum of 5 years of experience managing this kind of organizational development work, or its equivalent.
- We seek collaborators who can translate, who can teach, who can communicate complicated ideas to partners less well versed in the mechanics of our work.
- We seek engaged thinkers with connections to historically excluded and marginalized communities, to the arts, and to commercial real estate.
- We seek builders and creators who have entrepreneurial experience with creating new entities, new projects, new spaces, or new collaborations.
- We seek candidates who have a demonstrable history of organizing community-based work, and a history of antiracist/racial equity work in some form or fashion.

Familiarity with the basic software of contemporary office environments is required, and familiarity with tools more specific to these fields, including financial modeling tools and donor relationship management tools, is encouraged. Currently the Space Agency works with the Microsoft Office suite of products, including:

- Word
- Excel
- Powerpoint

Additionally, applicants should be conversant in a variety of platforms for connectivity and communication, including:

- Gmail
- Outlook
- Zoom
- Teams
- Slack

We encourage non-traditional candidates with an interest in this work to apply. Just because you don't see yourself in this job description doesn't necessarily mean that the hiring panel will not see you in it.

Location

Now, the majority of Cultural Space Agency operations are remote. Several times per week the staff is currently convening in a shared office space in the Central District. The launch of this program will likely coincide with the need for a more significant and permanent administrative space. The Analyst/Navigators should also be able to work remotely and not rely exclusively on the Cultural Space Agency to provide full-time administrative space.

Compensation and Benefits

The Cultural Space Agency believes in equal income distribution for full-time work. All members of the Space Agency staff will make an identical salary, and that salary will be indexed to the Area Mean Income, which at this writing in the Seattle area is approximately \$102,000. This is the beginning of the range of compensation for the role of Executive Director and is expected to rise significantly for all staff over the coming years as the organization establishes itself. This salary is also supplemented by additional support described below.

The Agency is committed to offering three weeks of Paid Time Off per year, in addition to all paid holidays, paid sick leave, and parental leave.

The organization is currently offering a package of health insurance and other employee benefits, fully funded by the organization.

The Cultural Space Agency has committed a budget of \$2,000 per employee per year for Professional Development, travel, ongoing education, or coaching. Each employee will have the discretion to apply this budget as they see fit.

Inclusivity and Accommodations:

We extend a warm invitation to individuals of diverse physical, emotional, and neurological abilities to apply. Our thoughtful consideration of the essential skills required for optimal performance in this position has led us to affirm our organizational commitment to crafting accommodations tailored to the needs of the right candidate. We firmly assert that there is no conceivable disability that would categorically disqualify any individual from consideration for this role.

Providing References:

Upon reaching the finalist stage, candidates will be invited to submit three references (kindly refrain from submitting these until prompted). If requested, please ensure that your references include the following:

1. A former supervisor (if the applicant was employed) or client (if the applicant was an independent contractor).
2. A former lateral colleague or collaborator.
3. A former staff member, volunteer, or intern who was managed by the applicant.

The Values of the Cultural Space Agency

The following have emerged as the values that community members and stakeholders have articulated as primary in the exploration and creation of a new cultural space entity. They have proven central to the process of developing these organizational recommendations. We expect all staff to reflect these values and center them in the work of the organization.

Keep Race in the Room

The conversation about race and the centering of the needs of communities of color is not restricted to the Racial Equity Toolkit process. Any organizations created as a result of this work must continue to center voices of color.

Recognize that Assets are not Always Financial

Community capital can show up as intergenerational knowledge, as cultural richness, as volunteer capacity, as ecological richness, and in many other intangible and often non-quantified ways. Use an asset-based approach to working with the community, as opposed to a deficit-based approach. At the same time, do continue to recognize the importance of financial capital and continue to “chase the money” on behalf of community priorities.

Always be Learning

Understand change and anticipate it. Assume nothing. Remain open to new ideas and nontraditional (non-dominant-culture) points of view. Be fluid, find the contours of the landscape. Always question. Explore paradoxes. Embrace unknowingness.

Build Community Ownership

Create structures that encourage literal property ownership by the community. Use this strategy to narrow financial inequality. Build capacity for financial and property-based growth in the community. Educate, lift up, and train. Make reparative investments to build community health and address historic inequities.

Who Decides Who Decides?

Create clear pathways for the community to inform and impact institutional decision-making, acknowledging our shared history of inequity in decision-making. Create a structure where power flows from the bottom up. Encourage organizational transparency for the public to see these structures and pathways.

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How to Apply:

The Cultural Space Agency will be conducting informative sessions regarding this role. For more details, to RSVP for a session, or to request a video of a previous session, please contact us at info@culturalspace.agency.

To express your interest in this position, we kindly request that you submit your resume and cover letter to the hiring committee at StaffingUp@culturalspace.agency.

Ensure that both your resume and cover letter are attached to the email in PDF format.

The application window will remain open until the position is filled.

In your cover letter, we invite you to address as many of the following questions as you are comfortable answering. Additionally, feel free to provide any other context or information you wish to share:

Application Questions:

1. What attracted you to this opportunity?
2. This role involves contributing to a nascent program that is still in the process of defining and establishing itself. How comfortable are you with a degree of flexibility and adaptability in a work environment? Could you describe your collaborative approach and communication style?
3. The Cultural Space Agency is expressly committed to addressing the needs of Black, Indigenous, and other cultural communities of color. What personal connections or experiences do you have with these communities?
4. The region is currently grappling with a prolonged affordability crisis, leading to significant displacement pressures, especially affecting cultural communities of color. What is your perception of these pressures, and what personal connections or experiences do you have related to this issues?