



Recruitment Profile | Chief Operating Officer



McCormack+Kristel

About the Sacramento LGBT Community Center

In 1978, nine years after the historic Stonewall Riots, the Center was first incorporated as a special assistance program called the Lambda Community Fund. For more than 30 years, the Center operated almost entirely on the generosity of community volunteers who offered assistance to those in need and a place to find community. Over the last decade, the Center developed more robust programs and services to meet those needs, hired professional staff, and engaged significant public and private funding to support the community.

Now, the Sacramento LGBT Community Center has become one of the region's largest nonprofits, reaching more LGBTQ+ people than any organization in Northern California. Operating in four locations, the Center provides programs and services spanning three broad categories: Health and Wellness, Advocacy, and Community Building.

Health and wellness services include HIV/STD Testing and Prevention, PrEP Navigation, Counseling Services, Sexual Health Education, Gender Affirming Care Services, Harm Reduction, Medication Assisted Treatment navigation (MAT), Support Groups, and more.

The Center's Q-Spot Youth Program offers a brave space for youth ages 13-24 to receive social and emotional support through mental health respite, peer mentorship, and support groups. The Q-Spot also offers life skills workshops, youth-centered advocacy, and events such as Q-Prom.

The Center's housing services include homelessness prevention, a 14-bed Short-term Transitional Emergency Program (STEP) 90-day low-barrier youth shelter, and a six-bed Transitional Living Program (TLP) where clients can stay for up to 24 months as they prepare for independent self-reliant living, and transition to more permanent housing. Both programs serve 18–24-year-old youth and include case management, housing, meals, clothing, transportation assistance, and access to wrap-around services including counseling, education and employment assistance, life skills workshops, and the establishment of a support system that can be maintained upon exiting the program.

In addition to providing a safe haven, the Center serves as an advocate for equity and social justice. Advocacy programs include legal aid through community partnerships, support services for community members who have been victims of bias or hate-related incidents, an outreach and training institute, Queer Voices (a performance-based ensemble), and public policy and community organizing.

The Center is host to various community-building initiatives including the annual Sacramento Pride Festival & March, Q-Prom (a fun-filled evening for LGBTQ+ youth and allies), and Mama's Makin' Bacon Drag Brunch (the largest drag brunch extravaganza in Sacramento), Chosen Family Feast (a shared community meal on Thanksgiving), World Aids Day, and dozens of others throughout the year.

Organizational Highlights



Founded in 1978



\$6.5 Million in Revenue



21 seats (13 currently filled)
Board of Directors



Staff of 54 FTEs



Headquartered in
Sacramento, CA



For more information, please
visit: www.saccenter.org
www.sacramentopride.org





The Mission

The Center works to create a region where all LGBTQ+ people thrive; we support health and wellness, advocate for equity and justice, and work to uplift our diverse and culturally rich LGBTQ+ community.

The Position

Reporting to the Chief Executive Officer (CEO) and serving as a key partner on the Senior Leadership Team, the Chief Operating Officer (COO) is a strategic and visionary operations and finance leader for a rapidly growing agency. They will oversee the finance, HR, facilities, client data, and IT operations functions of the Center. Providing critical analysis and strategy, the COO is responsible for developing efficient operational systems, pursuing innovative solutions that support programs and services, and enhancing the Center's ability to fulfill its mission. Essential responsibilities include:

Leadership

- Inspire, motivate, and lead teams of committed, engaged, and successful professionals to realize strategic goals with a high level of trust and integrity;
- Hire, train, and develop members of the finance, operations, HR, and IT teams. Provide coaching and mentoring to colleagues across the organization to increase organizational financial literacy;
- Collaborate as a member of the Leadership Team providing strategic and actionable analysis of financial performance, trends, and long-term forecasts;
- Lead the development and evaluation of short- and long-term strategic organizational objectives including identification of opportunities for revenue growth and diversification;
- Participate in a rotating Leader On-Call Program to support on-site staff in case of after-hours emergencies.

Fiscal Management

- Collaborate with the Center's Leadership team and program staff to develop individual program budgets and incorporate them into the agency's annual operating budget;
- Collaborate with the Grant Finance Director to design and implement a grant management process, and supervise grant billing and compliance;
- Produce regular financial reports and easy-to-digest dashboards for the CEO, Leadership Team, the Board of Directors, and the Board's finance and audit committees;
- Supervise the Center's annual audit process, working closely with auditors to complete all year-end closing, pre-audit reconciliations, and support audit fieldwork;
- Ensure compliance with all financial management systems, policies, and procedures including appropriate controls to maintain the fiscal integrity of the Center.

Administration and Operations

- Innovate financial and operational efficiencies using technology and process streamlining;
- Ensure adequate administrative support is provided to the finance and operations teams, including AP/AR, insurance, IT, and facilities;
- Lead IT management in coordination with contractors including hardware and software systems, security systems, data security, and all other technology;
- Oversee the development, implementation, and continuous improvement of data retention and document storage policies and procedures;
- Develop a risk management system that identifies, quantifies, and manages risk during the life of projects such as insurance policies, leases, and vendor contracts;
- Maintain currency of and permanent files for corporate filing and contracts. Share oversight and maintenance of a log that includes renewal dates for compliance oversight;
- Oversee human resources, data management, and general office operations;
- Ensure compliance with all laws, regulations, organizational policies, and funding guidelines.

Compliance and Risk Management

- Implement grants management processes, including staff training for consistent tracking and coding of revenue and expenses;
- Ensure staff accountability of fiscal operations policies;
- Manage insurance renewals and rates including Workers' Comp, Liability, and other policies;
- Supervise the development and maintenance of expense tracking systems, optimizing the utilization of all available grant funds;
- Oversee timely grant funder billing and reimbursements and ensure accurate integration with AP/AR;
- Maintain and ensure compliance with all government and private funder requirements as well as local, state, and federal regulations, including the completion of a Federal Single Audit;
- Serve as a gatekeeper for approval of expenditures, with a keen eye on the development and upkeep of funder requirements.

The Opportunity | This is an exceptional opportunity for a strategic operational leader to create a sustainable future for an organization that provides vital services for the LGBTQ+ people of Sacramento. The new COO will design and implement new systems and processes to increase efficiency and lead financial and operational teams to success.



Professional Requirements

The Chief Operating Officer will be a seasoned leader with strong operational and financial management skills. The COO must be knowledgeable of nonprofit finance, HR, IT, and facilities management. The ideal new COO will have:

- At least five years' operational leadership experience in an organization with diverse revenue of \$5M or greater. Nonprofit experience is strongly preferred;
- Prior experience overseeing operations, finance, HR, IT, and facilities teams is required. Experience overseeing finance functions in an organization that receives government funding is preferred;
- Strong leadership and communication skills including the ability to effectively collaborate with the Center's diverse staff;
- A working knowledge of California labor laws and nonprofit finance best practices;
- Project management experience, specifically related to commercial capital improvement projects is ideal;
- Experience with Microsoft Office and working knowledge of financial management software is strongly preferred;
- Knowledge of and/or experience working with the LGBTQ+ community and familiarity with issues of particular relevance to LGBTQ+ people;
- Fluency in one or more languages other than English is a plus;
- Bachelor's degree or equivalent professional experience is required. Master's degree or MBA is preferred.

Growing & Thriving. Join Us.

The Chief Operating Officer

Reports to: Chief Executive Officer

Leads: Finance and Operations Division functions

Oversees: Director of Human Resources, Grant Finance Director, Senior Accountant, Office Manager, Data Manager, Facilities Coordinator & Custodian

Manages: \$6.5 million

Location: Sacramento, CA

Personal Characteristics

We are seeking candidates with a passion for the Center’s work and its mission to create a region where all LGBTQ+ people can thrive. The COO will be a skilled and confident change agent who is comfortable managing in a rapid-growth environment. The ideal candidate will bring the following qualities:

- An approachable, flexible, and empathetic leadership style;
- A communication style that centers honesty, transparency, and respect;
- A coaching approach to leadership and a strong interest in mentorship;
- Desire to collaborate and create strategies that lead to solutions;
- A high level of precision in their work and personal accountability;
- Skills and patience to work across departments and with professionals of various professional experience;
- An unwavering commitment to uphold the Center’s values and support the health and wellness of the LGBTQ+ community, advocate for equity and justice, and uplift a diverse and culturally rich LGBTQ+ community.

The new COO will be an innovative and adaptable leader who is motivated to create new systems and streamline processes. They will be energized to build a sustainable future for the region’s largest LGBTQ+ serving organization.



Compensation

The annual salary range for this position is \$130,000-\$150,000. The Center's comprehensive benefits plan includes health, dental, vision, life, and long-term disability insurance. The Center contributes 90% toward employee medical, dental, and vision insurance elections. In addition to generous holiday, vacation, and sick leave policies, the Center also provides an Employee Assistance Program and a 403(b)-retirement plan.

Location

The COO will primarily work in person at the Center's administrative offices located in Sacramento's Lavender Heights neighborhood. The community is a designated district that serves as the official hub of the region's LGBTQ+-centric retail, galleries, restaurants, and nightclubs.

Flexibility is required to participate in occasional evening and weekend events, meetings, and travel as necessary. Access to reliable transportation, a valid driver's license, and proof of insurance are required. The position will require travel throughout the Sacramento region and occasionally across California.

The Center fully supports COVID-19 vaccinations and requires all employees to provide proof of primary series vaccination in accordance with CDC and CDPH recommendations, written notice of an upcoming vaccination appointment, or an approved medical or religious exemption. Documentation will be required prior to your first day of work.



Living in Sacramento

The city of Sacramento is a diverse and vibrant community with a strong LGBTQ+ base. As the seat of California's government, it attracts activists, policymakers, legislators, and executives from the state and across the nation who contribute towards making California a leader in progressive initiatives and policies. The city boasts higher livability and affordability than most other cities in California while maintaining quick access to some of the state's best attractions and amenities!

Step into the heart of Sacramento, where farm-fresh delights take center stage in America's farm-to-fork capital. A bounty of 40 year-round farmers' markets underscores the catchphrase, "locally grown, nationally envied." Indulge in the city's culinary landscape boasting top-tier farm-to-table cuisine, hidden gem microbreweries and gastropubs, and a coffee culture that is a well-kept secret.

Dubbed the "City of Trees," Sacramento wears its green crown proudly, with the second-highest number of trees per capita in the world, just behind Paris. Nestled between the Sacramento River and the American River, the city invites you to revel in breathtaking scenery, offering the best seats for nature's grand spectacle along the American River Parkway and hundreds of regional parks. The Sierra Nevada Mountains are a short drive away, offering a huge variety of outdoor enthusiast activities and some of the best skiing and snowboarding in the U.S.

For sports enthusiasts, Sacramento pulses with energy. Cheer on the Sacramento Kings at the Golden 1 Center, a groundbreaking technologically advanced arena that stands as the world's first LEED Platinum Certified sports haven. The region is also home to professional sports teams including the River Cats baseball, Sac Republic soccer, and Stockton Heat hockey teams. If you crave an alternative sports experience, witness the fierce competition of Sacramento's all-female Roller Derby, adding a thrilling twist to the city's dynamic entertainment scene.

Immerse yourself in the cultural embrace of Sacramento at the Crocker Art Museum, a historic institution that has been a beacon of artistic expression since 1885. Discover the captivating local art scene and let the museum's curated collection paint a vivid picture of Sacramento's creative spirit.

In Sacramento, every moment is an invitation to savor the unique blend of nature, culture, and culinary delights, making it a destination that beckons exploration and celebration.





Contact

Please submit a résumé and original cover letter that describes your interest in the organization’s mission and qualifications through the [application portal on our website](#).

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Applications will be reviewed on a rolling basis. This position will remain open until filled. All inquiries will be held in strict confidence.

McCormack + Kristel works only with equal opportunity employers. Individuals who are LGBTQ+, Black, Indigenous, people of color, disabled, system-impacted, immigrants, and anyone who has experienced systemic oppression and/or gender-based violence are encouraged to apply. The Sacramento LGBT Community Center is proud to be an equal opportunity employer. All individuals, including those of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender or intersex are encouraged to apply. The Center maintains a policy of non-discrimination with respect to employees, volunteers, interns, and applicants. No aspect of employment will be influenced in any matter by actual or perceived race, color, religion, religious creed, ancestry, sex, age, national origin, marital status, ethnicity, sexual orientation, gender identity and/or expression, physical or mental disability (including HIV or AIDS), medical/mental condition, genetic information, veteran or military status, or any other basis prohibited by statute; nor as to any individuals associating with an individual of any legally protected class.

McCormack + Kristel is a national provider of executive search consulting services for nonprofit and philanthropic organizations. Our practice is focused on mission-driven clients, with expertise in placing executive and senior leaders in foundations, and advocacy, social justice, health and human service organizations.

