

Chief Financial Officer

Sacramento LGBT Community Center

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.

The Mission

The mission of the Sacramento LGBT Community Center is to create a region where LGBTQ+ people thrive. The Center supports the health and wellness of the most marginalized, advocates for equality and justice, and works to build a culturally rich LGBTQ+ community.

Organizational Highlights

Founded: 1978

Revenue: \$5.8 million

Board of Directors: 21 seats, 13 currently filled

Staff: 48 FTEs

Headquarters: Sacramento, CA

Websites: saccenter.org and sacramentopride.org

The Position

Reporting to the Chief Executive Officer (CEO) and serving as a key partner on the Senior Leadership Team, the Chief Financial Officer (CFO) is a strategic and visionary operations leader for a growing agency and directly manages the accounting, budgeting, finance, and HR and IT operations functions of the Center. Providing critical analysis and strategy, the CFO is responsible for developing efficient financial and 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 financial and actionable analysis of financial performance, trends, and long-term forecasts;
- 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;
- 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;
- Ensure financial management systems, policies, and procedures include appropriate controls to maintain the fiscal integrity of the Center;
- Oversee all accounting and financial functions including cash receipts, billing and accounts receivable, cash disbursements and accounts payable, payroll, general ledger, grant/contract invoicing, and cash flow;
- Manage bank and credit card reconciliations to ensure separation of accounting responsibilities;
- Supervise the Center's annual audit process, working closely with auditors to complete all year-end closing, pre-audit reconciliations, and support audit fieldwork;
- Design and manage revenue tracking and cash receipt systems for all Center events including Sacramento Pride.

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 A/R, 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. Create and maintain 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 financial leader to create a sustainable future for an organization that provides vital services for the LGBTQ+ people of Sacramento. The CFO will have the opportunity to implement a new accounting system, build financial processes and operations from the ground up, and lead financial and operational teams to success.

Position Overview

Chief Financial Officer

Reports to: Chief Executive Officer

Leads: A team of five

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

Manages: \$5.8 million

Location: Sacramento, CA

Professional Requirements

The Chief Financial Officer will be a seasoned leader with strong financial and operational management skills. The CFO must be knowledgeable of complex budgets with various funding sources, accounting, contract compliance, reporting, and auditing. The ideal new CFO will have:

- At least five years' financial leadership experience in an organization with diverse revenue of \$5M or greater. Nonprofit experience is strongly preferred;
- Prior experience supervising finance is required. Experience managing facilities, HR, and IT teams is ideal;
- Experience managing and reporting on government and foundation grants including budgeting, fund accounting, contract compliance, and auditing is preferred;
- Strong leadership and communication skills including the ability to synthesize complex financial information and articulate fiscal strategy and goals to non-finance professionals;
- Proficiency in leading key financial processes including accounting, accounts payable/receivable, payroll, contract compliance, reporting, and auditing;
- A working knowledge of nonprofit accounting best practices in accordance with GAAP principles, OMB circulars, and federal regulations;
- Project management experience, specifically related to commercial capital improvement projects is ideal;

- 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 in accounting, finance, or a related field is required. A CPA or MBA is ideal.

Essential Qualities

The new CFO 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.

Personal Characteristics

We are seeking candidates with a passion for the Center's work and its mission to create a region where LGBTQ+ people thrive. The CFO 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 transparent leadership style;
- A communication style that ensures clear and effective translation of financial analysis and complex financial information;
- A coaching approach to leadership and a strong interest in mentorship;
- Desire to collaborate and create strategies that lead to solutions;
- Skills and patience to work across departments and with professionals of various experience to progress fiscal management and operations;
- An unwavering commitment to uphold the Center's values and support the health and wellness of the most marginalized, advocate for equity and justice, and work to build a culturally rich LGBTQ+ community.

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 CFO will 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 is requiring new 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: <https://apptrkr.com/4747346>.

Michelle Kristel

Managing Partner
McCormack + Kristel
1740 Broadway, 15th Floor
New York, NY 10019
Phone: 212.531.5003 | Fax: 212.203.9599
Email: search@mccormackkristel.com
Website: www.mccormackkristel.com

All inquiries will be held in strict confidence. Please note that your education, dates of employment, and other information will be verified prior to an offer.

EOE Statement

McCormack + Kristel works only with equal opportunity employers. 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.