

Sierra Curtis Neighborhood Association

Executive Director

About SCNA

The Sierra Curtis Neighborhood Association (SCNA) is a 501(c)(3) nonprofit dedicated to enhancing quality of life in Sacramento's Curtis Park neighborhood and surrounding community. SCNA operates the Sierra 2 Center for the Arts and Community, a welcoming public-serving facility that hosts cultural, educational, recreational, civic, and neighborhood activities.

Why This Opportunity Stands Out

SCNA offers an exceptional opportunity to lead a well-established nonprofit with deep community engagement and a respected role in Sacramento's civic and cultural life. The next Executive Director will work with an experienced, mission-driven staff and a collaborative Board to steward the Sierra 2 Center, strengthen organizational performance, and shape SCNA's next chapter of service and sustainability.

The Role

Reporting to the SCNA Board of Directors, the Executive Director is SCNA's senior staff leader and day-to-day operational executive. This hands-on role leads Sierra 2 Center operations, facilities, rentals, tenant and renter relationships, people management, business and financial administration, and implementation of Board-approved plans, policies, and budgets.

Key Responsibilities

1. Sierra 2 Center Operations, Facilities, Rentals, and Business Performance - 60%

- Lead daily Sierra 2 Center operations, including facility readiness, rentals, tenant and renter relations, front-of-house coordination, customer experience, and service quality.
- Maintain a safe, clean, functional, and welcoming facility; oversee building and grounds, custodial and security practices, access controls, incident response, emergency readiness, and life-safety requirements.
- Direct preventive maintenance, repairs, inspections, deferred-maintenance planning, and capital needs; coordinate vendors and contractors and advise the Facilities Committee and Board on major priorities.
- Drive rental and space-use performance through pricing, promotion, booking, utilization management, renter communications, event requirements, deposits, receivables, and follow-up.
- Administer tenant leases, rental agreements, vendor and service contracts, insurance documentation, permits, and City lease obligations within Board-approved policies and delegated authority.
- Build effective relationships with tenants, renters, neighbors, City representatives, vendors, and partners; resolve issues and use feedback and operating data to improve service.
- Develop operating and capital budget recommendations and monitor revenue, expenses, cash flow, receivables, payables, restricted funds, grant requirements, and budget-to-actual performance.
- Maintain practical internal controls and required records; approve transactions within authority and recommend rates, revenue strategies, technology, workflow, and policy improvements that support long-term sustainability.
- Oversees Senior Center operations and programs.

2. People Leadership and Organizational Effectiveness - 20%

- Lead, supervise, coach, evaluate, and develop SCNA staff; address performance and employee-relations matters consistent with Board delegation, policy, budget, and applicable requirements.
- Build a cohesive, accountable, service-oriented culture with clear roles, goals, schedules, meeting rhythms, and communication practices.
- Identify development needs and provide coaching, cross-training, and growth opportunities that strengthen capability, succession coverage, and retention.

- Maintain operational continuity through staffing and coverage plans for the front desk, facilities, rentals, events, senior center support, and financial and administrative processes.
- Oversee personnel records, timekeeping, payroll and benefits coordination, leave administration, required notices, and basic employment compliance; recommend changes to staffing, job descriptions, schedules, compensation ranges, and benefit practices.
- Support donor, sponsor, member, and partner stewardship and help evaluate fundraising methods, sponsorship opportunities, grant prospects, event revenue, and other mission-aligned revenue strategies.

3. Board Partnership and Organizational Administration - 20%

- Serve as the senior staff partner to the Board and committees, providing timely, decision-ready information on operations, finances, staffing, facilities, risk, community issues, grants, and fundraising.
- Support Board and committee meetings by coordinating agendas, materials, staff reports, and operating updates with the Board President and committee chairs.
- Serve as a responsive, service-oriented point of contact for SCNA members and Curtis Park neighbors; ensure questions, concerns, and feedback are acknowledged, appropriately routed, and addressed in a timely manner, and elevate recurring or material community issues to the Board.
- Prioritize staff support for Board and committee work and implement Board-approved actions, policies, plans, and budgets.
- Maintain official organizational records and promptly elevate material legal, operational, financial, safety, or policy issues requiring Board direction.

What Success Looks Like

- Sierra 2 Center is safe, clean, well-maintained, welcoming, and operated in accordance with Board-approved policies, budget, lease obligations, and practical risk controls. Rental and tenant operations are reliable and customer focused.
- Signature events, including but not limited to the Home Tour, Music in the Park, CurtisFest, and the annual wine tasting, are safely executed, financially disciplined, and aligned with SCNA's mission.
- Staff roles, schedules, expectations, development priorities, and accountability systems are clear, supported by strong communication, cross-training, and timely feedback.
- The Board receives timely, accurate, and actionable financial, operational, staffing, facility, and risk information.
- Budget performance, facility utilization, grant compliance, fundraising support, membership processes, and administrative systems are actively managed and continuously improved.

Qualifications

- A bachelor's degree in a related field is preferred but not required; an equivalent combination of education and experience will be considered. Relevant training and experience with public-serving facilities, City or public-agency partnerships, capital projects, arts or community organizations, grants, fundraising, nonprofit accounting, or risk management are also valued.
- Five or more years of progressively responsible experience in facility, property, venue, community-center, nonprofit, hospitality, or comparable business operations.
- At least three years of management experience supervising staff and coordinating contractors, vendors, or volunteers; experience with frontline, customer-facing, or facilities-oriented teams is preferred.
- Demonstratable knowledge of the Sierra 2 Center for the Arts and Community, the Curtis Park neighborhood, and greater Sacramento area
- Proven ability to manage facility operations, tenant and renter relationships, events, maintenance and safety priorities, vendor performance, and customer-service standards.
- Experience preparing and managing budgets, reviewing financial performance, applying practical internal controls, and improving operational systems in a small-organization environment.
- Experience working with a nonprofit Board, committees, volunteers, donors, community stakeholders, or public-sector partners, together with working knowledge of people management and employment administration.
- Strong communication, judgment, organization, customer service, problem-solving, negotiation, presentation, conflict-resolution, and business-technology skills.

Work Environment and Schedule

- This full-time, exempt role is primarily on-site at Sierra 2 Center, with regular business-hour presence and flexibility for evening and weekend meetings, events, rentals, and facility needs.
- The role requires frequent public and stakeholder interaction; movement throughout the facility and grounds; attendance at meetings and events; facility inspections; response to operational issues; and occasional lifting or moving of materials. Reasonable accommodations may be made.

Equal Opportunity. SCNA is an equal opportunity employer. SCNA is committed to fair employment practices and to maintaining a workplace that is respectful, inclusive, service-oriented, and aligned with its community mission.