



Job Description

Executive Director

Reports to: Board of Directors

FLSA status: Exempt

Salary Range: \$90,000 to \$140,000, depending on qualifications and experience

Established in 2001, the Sacramento Rainbow Chamber of Commerce and Rainbow Chamber Foundation serve LGBTQIA+ and allied business owners and our community. The Chamber offers a prosperous and inclusive community that connects local business owners with resources to network, generates business visibility, and creates lasting relationships. Through our 501 3(c) non-profit Rainbow Chamber Foundation, we host several charity events that provide funding to LGBTQIA+ and allied scholarship programs, LGBTQIA+ health organizations, and more. Through its philanthropic work, the Rainbow Chamber and Foundation have raised and donated over \$1 million to local charities and awarded more than 100 scholarships to LGBTQIA+ and allied students.

The mission of the Sacramento Rainbow Chamber is to serve as a resource to LGBTQIA+ owned businesses by connecting small businesses, large corporations, community partners, and allies. Through membership resources, business development, leadership and social action, our continued investment in the LGBTQIA+ community fosters a diverse business environment in partnership with the Rainbow Chamber Foundation, that positions the greater Sacramento region to lead the way in diversity, equity, inclusive, and belonging.

The Executive Director (E.D.) is the senior staff lead and public representative and directs the operations and strategy of the Rainbow Chamber of Commerce (RCC) and the Rainbow Chamber Foundation (RCF) under the supervision of the Boards of Directors and in concert with staff, members, and volunteers. The E.D. creates and executes short- and long-term

operating plans and strategies to ensure the accomplishment of RCC & RCF goals and policies to grow the organizations, support membership, and advance the Sacramento region's LGBTQIA+ businesses and communities.

Job Duties:

Visionary Leadership and Organizational Management

- Leads the Chamber's long-term growth and organizational development by working with the Boards to establish strategic priorities.
- Supervises the organization's daily activities, including planning and directing operations and projects, oversight of programs and events; management of staff, volunteers, vendors, and operations; and effective execution of initiatives that increase the Chamber's value and reach.
- Leads Chamber staff to ensure high-quality, timely, and productive employee engagement and a positive organizational culture.
- Oversees Chamber and Foundation finances in strict compliance with all federal, state and local laws and regulations and good business practices. Ensures timely collection of revenue, accurate financial reporting to Boards and the public, and timely third-party audits of organization finances. Manages cash flow and assists with budget planning.
- Executes procedures to securely maintain membership data; reports to the Chamber Board of Directors no less than monthly on membership numbers, revenue, in-kind memberships and related trends, activities and results.
- Creates and executes programs of benefits to current members.
- Provides regular reporting to the Chamber and Foundation Boards on activities, plans and finances.
- Maintains publicly-available calendars with Chamber, Foundation, and Board events and activities.

Strategic Growth Through Partnerships, Memberships, and Fundraising

- In concert with the Boards of Directors, develops and executes strategies to engage, expand, retain and grow membership, revenue and capabilities. Develops and obtains approval by the Chamber Board of an Annual Plan for memberships that includes goals, timelines, and programs.
- Cultivates and expands corporate, community, and chamber partnerships. Negotiates agreements with corporate partners and sponsors and presents each to the Chamber Board for approval.
- Leads fundraising and sponsorship efforts, strengthens member engagement and retention, and secures the resources necessary to sustain and expand the organizations' missions.

Chief Ambassador and Regional Representative for Community Development

- Represents the Rainbow Chamber of Commerce throughout the Sacramento region by building and maintaining strong relationships with business, government, nonprofit, and community leaders.
- Serves as the public face of the organization at meetings, events, conferences, and with strategic partners to advance the Chamber's visibility, influence, and impact.
- Develops and fosters relationships with strategic partners (including regional and minority chambers of commerce) to advance the mission and objectives of the organization.
- Represents the Rainbow Chamber and attends meetings and conferences of other area economic development and LGBTQIA+ organizations.

Communication

- Establishes a media presence to increase awareness of the organization.
- Creates and executes programs that communicate with current members and partners, including a newsletter delivered no less than monthly, to encourage participation in Chamber and Foundation activities and other relevant community events.
- Ensures the accurate and timely operation of the RainbowChamber.com website.
- Implements programs on social media to engage and inform members and communities.

Board Leadership and Support

- Communicates frequently with Board members and organization leaders regarding goals and issues.
- Ensures necessary administrative support for Board and Committee meetings and members, including the timely dissemination and accuracy of meeting agendas, minutes and financial reports to Board members.
- Ensures execution of the organizations' bylaws.
- Leads efforts to recruit future Board members and officers.
- Assists the Chamber and Foundation Board executives in the management of board members.

Event Planning and Execution

- Develops and executes events for Boards, Members, and the community that raise revenue and provide opportunities for member engagement.
- Leads volunteer committees as necessary.
- Evaluates potential for other events and seeks Board approval for expansion. Proactively conducts outreach to potential major sponsors of these events, maximizing corporate support and revenue.

Other duties may be assigned by the Boards of Directors as necessary and appropriate.

Required Skills, Knowledge & Abilities:

- Ability to build and manage operating budgets, analyze financial statements, and ensure compliance with audits and tax filings.
- Demonstrated success in securing grants, cultivating major donors, and generating diverse new revenue streams.
- Excellent verbal and written communication skills in order to act as the public face and chief advocate for the organization.
- Experience managing, mentoring, and empowering teams and volunteers.
- Flexibility and problem-solving skills to navigate shifting community needs, funding cycles, and operational challenges.
- A strong commitment to diversity, equity, and inclusion in both community outreach and internal workplace culture.

Basic Qualifications:

- Bachelor's degree, or equivalent professional experience, in non-profit management, business administration, public administration, communications or other relevant fields.
- 5 to 10+ years of senior management experience, ideally leading a non-profit, economic development, or community-based program or organization.
- Excellent verbal and written communication and interpersonal skills.
- Proven track record of working successfully with a Board of Directors to set and meet institutional goals.

Preferred Qualifications:

- Master's degree in a related field.
- 5+ years of senior management experience, ideally leading an LGBTQIA+ focused organization.

To respond, please send resume and cover letter to both Thomas Kane (thomaskane@tcbk.com) and Annie Caruso (ajcaruso@health.ucdavis.edu).