



<https://sparcinla.org/job/operations-director-chief-operating-officer-coo/>

Operations Director / Chief Operating Officer (COO)

Description

About SPARC

SPARC is a nationally recognized public arts organization dedicated to socially engaged muralism, preservation, and community-based cultural production. As we enter a new phase of institutional growth and national leadership, we are seeking a senior operational executive to strengthen our internal infrastructure and organizational performance.

Position Overview

The Operations Director / Chief Operating Officer (COO) serves as SPARC's senior operational leader and internal systems architect.

This is a working executive role. The COO both designs and directly implements systems across HR, compliance, finance integration, administration, and organizational operations.

Reporting to the Managing Director, with a dotted-line relationship to the CEO/Artistic Director, the COO ensures that SPARC's artistic vision and strategic priorities are supported by disciplined operational systems, financial oversight, and strong people management.

This role holds organization-wide operational authority.

Responsibilities

Organizational Operations & Infrastructure

- Build and maintain internal operational systems
- Establish leadership meeting cadence and performance dashboards
- Implement project tracking systems for major initiatives
- Translate strategic priorities into clear operational plans
- Ensure cross-departmental coordination
- Monitor organizational capacity and workload balance

Human Resources Leadership

- Oversee recruitment and hiring systems
- Draft offer letters and employment contracts
- Lead onboarding processes
- Design and implement performance review systems
- Manage disciplinary processes and supervisor coaching
- Update employee handbook and policies
- Ensure compliance with California labor laws
- Support conflict resolution and staff development

Financial & Administrative Integration

In partnership with the CFO and bookkeeper:

Hiring organization

SPARC

Employment Type

Full-time

Job Location

685 Venice Blvd, 90291, Venice, CA

Date posted

February 23, 2026

- Lead operational budgeting processes
- Monitor cash flow trends and expense controls
- Oversee payroll and benefits administration
- Ensure financial documentation compliance
- Manage bill.com, credit card, and expense protocols
- Maintain strong financial control systems

Compliance & Risk Management

- Maintain compliance calendar
- Oversee contracts and lease agreements
- Manage insurance policies and renewals
- Coordinate government filings
- Work with legal counsel on regulatory matters
- Oversee vendor agreements

Facilities, IT & Systems

- Supervise office administration staff
- Manage facilities operations and vendor contracts
- Ensure IT systems and data security protocols are functioning
- Oversee document management systems

Development & Revenue Integration (If Applicable)

- Align fundraising targets with operational capacity
- Ensure grant compliance and reporting discipline
- Integrate revenue forecasting into operational planning

Reporting Structure

Reports to: Managing Director

Dotted Line: CEO / Artistic Director

Supervises:

- Office Manager
- Administrative staff
- HR support (if applicable)
- Accounting liaison (operationally)
- Development (if structured under COO)

Qualifications

- 7–12 years of nonprofit operations leadership experience
- Demonstrated oversight of HR, compliance, and financial integration
- Strong knowledge of California labor laws
- Experience implementing performance management systems
- Proven ability to build and enforce organizational systems
- Strong financial literacy and operational judgment
- Experience in arts, cultural, or mission-driven organizations preferred

Job Benefits

SPARC offers a competitive salary and comprehensive benefits package commensurate with experience and qualifications.

Contacts

Please submit a resume and cover letter to jobs@sparcinla.org.