



## **Search for a Vice President for Finance and Administration**

Wheaton College, a private, residential liberal arts college in Norton, Massachusetts, invites nominations and applications for the position of Vice President for Finance and Administration (VPFA). The new vice president will serve one of the nation's most dynamic liberal arts colleges, known for its innovative curriculum, strong sense of community, high achieving students and responsible financial management. Reporting to the President, the Vice President for Finance and Administration is the Treasurer of the Board and serves as liaison to the Board of Trustees Finance and Facilities Committee, Audit Committee and Investment Committee. Working in close collaboration with the Provost, the chief academic officer, the VPFA is the chief financial and chief operating officer of the college. Reporting to the Vice President are the Controller, the Budget Manager, the Assistant Vice President and Director of Human Resources and the Assistant Vice President for Business Services and Physical Plant.

### **LEADERSHIP AGENDA**

The VPFA oversees a complex portfolio of responsibilities. Working in close partnership with the Provost, the chief academic officer, the VPFA is the chief operating and financial officer of the college. The agenda items below are those most important to Wheaton's VPFA in the foreseeable future:

- Join the President's Council in leading the college through the next several financially challenging years through strength, innovation, teamwork, transparency, and collaboration among and between all college constituencies;
- Support the President in developing multi-year, operating and capital budgets that will come into balance as soon as possible while supporting the college's academic mission;
- Be responsible for oversight and control of all budgets and spending;
- Join the President's Council in developing and implementing programs to increase enrollment and retention while carefully managing financial aid costs;
- Support the new strategic planning process through strong financial analysis and collaborative, creative brainstorming;
- Work with the President and President's Council to develop new sources of revenue where possible and to increase the efficiency and effectiveness of current programs;
- Work productively with three committees of the Board of Trustees: Finance and Facilities, Audit, and Investments;
- Work collaboratively with faculty-staff and faculty committees including Planning and Priorities, Budget Advisory, and Faculty Workload and Economic Status;
- Lead the Division of Finance and Administration and ensure that all staff have the support and resources they need to serve their customers within a program of continuous improvement;
- Actively participate in increasing diversity across the campus in the faculty, staff, and student bodies.

## **DESIRED ATTRIBUTES**

The next VPFA will be a financial leader with appropriate financial credentials and significant managerial experience, preferably in higher education. The successful candidate will likely possess a bachelor's degree and a CPA, MBA or equivalent advanced degree. Personal attributes should include a strong work ethic, high energy, excellent written and oral communication skills, a sense of humor, and integrity of the highest order.

Given the opportunity to support a truly transformational educational experience through the highest quality financial and operational leadership, management and services, the successful VPFA will demonstrate:

- Executive-level problem-solving skills and the ability to organize and manage complex functions;
- The communication clarity and diplomacy to build trust and strong working relationships with the President, the Board, the President's Council, faculty, staff, students, and community leaders in an open, collaborative environment;
- Ability, within that collaborative environment, to gather data from all involved and make tough decisions and tell the truth even when it is difficult;
- Experience with strategic planning and its implementation;
- Experience in planning and managing financial aid costs while maintaining or increasing enrollment and retention;
- Ability to communicate key issues in an accurate, timely, and effective manner to promote thorough understanding and significant decision-making;
- Knowledge of and experience in implementing the best financial and compliance practices across the institution;
- Knowledge of and experience in the use of technology to enhance both administrative and academic endeavors;
- Ability to manage and develop the leadership skills of a large, diverse, and service-oriented staff;
- Experience in building and leading teams and ability and commitment to work collaboratively as a team member;
- Interest in and support of creativity and innovation as well as the ability to follow through with the execution and implementation of the best ideas;
- Entrepreneurial skills to develop new areas of revenue generation in support of the college mission;
- Commitment to sustainability in managing the physical resources of the institution;
- A global perspective and skills for working on the financial support and management of international programs.

We encourage prospective candidates to review the VPFA Institutional Profile, which contains additional information about this opportunity and the application process at: [www.wheatoncollege.edu/finance-administration/](http://www.wheatoncollege.edu/finance-administration/) or [www.academic-search.com](http://www.academic-search.com).

Assisting with the search from Academic Search, Inc. is senior consultant Dr. Karen L. Goldstein ([klg@academic-search.com](mailto:klg@academic-search.com)).

*Wheaton College is an equal opportunity employer, dedicated to creating a diverse and inclusive community.*