SEARCH PROSPECTUS:
Vice Chancellor for Finance and Operations

UNIVERSITY OF MINNESOTA DULUTH
Driven to Discover
TABLE OF CONTENTS

THE UNIVERSITY AND ITS LOCATION 4

KEY RESPONSIBILITIES 5

THE LEADERSHIP AGENDA 7

PROFESSIONAL EXPERIENCE/QUALIFICATIONS 9

APPLICATION PROCESS 10
The University of Minnesota Duluth invites applications or Nominations for Vice Chancellor for Finance and Operations
THE UNIVERSITY AND ITS LOCATION

The University of Minnesota Duluth (UMD) is the second largest of the five campuses of the University of Minnesota system. UMD enrolls approximately 11,000 students and employs over 1,800 faculty and staff. UMD’s annual institutional budget is in excess of $288 million dollars, which includes $13.5 million in sponsored research funding. UMD offers a wide selection of undergraduate majors, and grants degrees through Ph.D. Through its Land and Sea Grant designations, it serves as a regional hub for research and for the economic development needs of the region. UMD maintains a unique balance of a close community in a unique and beautiful setting while offering experiences and resources to prioritize innovation.

UMD boasts a main campus of many new and cutting-edge buildings including its Library, Business School, Science Building, a Cesar Pelli-designed music hall, and a state-of-the-art Civil Engineering facility, all incorporating beautiful lake vistas and pleasing public art. UMD has a strong commitment to sustainable practices and the campus is home to five LEED certified buildings, including one with the coveted Platinum certification. UMD also has a diverse array of interesting off-campus academic facilities including a historic lower campus, Jacobean Revival mansion and Great Lakes research vessel.

In 2011, under the guidance of Chancellor Lendley C. Black, the University of Minnesota Duluth campus community worked collaboratively to develop and refine a Strategic Plan that outlines the campus values, mission, vision and goals, and created a campus action plan to attain them. This Plan was adopted in May 2011 and refined in 2019.

Current VCFO Stephen Keto, who has served since 2015, has recently announced his retirement. The University seeks to appoint his replacement this summer.

Learn more about UMD...

- UMD Home Page  
- UMD Strategic Plan  
- UMD Campus Climate  
- Chancellor Black’s bio  
  [https://www.d.umn.edu/chancellors-office/about-chancellor-black](https://www.d.umn.edu/chancellors-office/about-chancellor-black)

LOCATION

Duluth, the fourth largest city in Minnesota, is located on the north shore of Lake Superior. With a population of approximately 85,000, Duluth has been rated by Money magazine as one of the top four Midwestern small cities, based on livability. It also was chosen as the #1 best place to live by *Outside* magazine in 2014. The Duluth metropolitan area consists of a bustling population of approximately 276,000. Duluth has more than 11,000 acres of park space, where citizens can rock-climb, walk, ski, bike, hike, golf, fish, rollerblade, and view wildlife, all within city limits. Major industries in Duluth include world-class health care, education, aviation, technology, and tourism. In addition, Duluth boasts a thriving arts and culture scene.
KEY RESPONSIBILITIES

The Vice Chancellor for Finance and Operations is the chief financial and business officer for the University of Minnesota Duluth, overseeing an annual institutional budget that is in excess of $288 million dollars, which includes $13.5 million in sponsored research funding. The Vice Chancellor reports directly to the Chancellor and serves as a senior member of the executive team, providing leadership and vision in the areas of financial and operational oversight and planning.

The Vice Chancellor works collaboratively and cooperatively with senior administrators at UMD and across all University of Minnesota campuses and system offices, to develop strategies and approaches which strengthen the business, financial, and administrative policies, while aligning with the goals and objectives of the UMD Strategic Plan. The Vice Chancellor is a member of the Chancellor’s senior leadership team that includes the Executive Vice Chancellor for Academic Affairs and the Vice Chancellor for Student Life and Dean of Students.
RESPONSIBILITIES

• Supervise the units that report to the Vice Chancellor for Finance and Operations including: Budget Analysis, Controller, Facilities Management (including design and construction), Human Resources and UMD Police; and the recently added Office of Sustainability;

• Oversee operating and capital budgets; financial planning and resource allocation; real estate and leases; accounting and business services; institutional master planning, facilities planning, construction, and maintenance; human resources planning; sustainability planning; and campus safety and security including emergency operations and continuity planning;

• Provide leadership and oversight in all aspects of UMD’s financial resources in cooperation with UMD senior leadership, assuring unquestionable integrity and fiduciary compliance;

• Advise the Chancellor and work collaboratively with senior administrators on all matters relative to the fiscal standing, structure and financial processes of UMD;

• Develop financial plans and financial analysis models for the campus, which include innovative solutions, strategies and procedures to enhance efficiencies and ensure compliance with University policies and applicable state and federal laws;

• Oversee resource use at the University of Minnesota Duluth, including campus-wide resource allocation analysis, and develop strategic responses that will enable UMD to maintain a strong financial position;

• Monitor the long- and short-term financial position of UMD. Perform accurate and relevant analysis of campus financial data for use in campus fiscal decisions, and ensure fiscal alignment with the vision and goals of the Strategic Plan;

• Guide the development, submission, implementation and monitoring of UMD’s operating and capital budgets;

• Monitor and ensure that campus financial and operational resource use matches approved budgets and result in a balanced budget;

• Ensure that opportunities for partnerships – both internal and external – are explored, presented to important constituencies and given full consideration;

• Attend monthly University of Minnesota Board of Regents meetings and present as needed on UMD budget and capital requests;

• Participate in University of Minnesota system committees addressing budget models and approaches; and

• Provide information on UMD’s budgetary and financial issues to a variety of internal and external constituencies.
THE LEADERSHIP AGENDA

The VCFO must be prepared to assist UMD as a land-grant and sea-grant institution in fulfilling and updating its strategic plan, and to leverage its location in Northeast Minnesota to contribute to the economic, cultural, social and environmental sustainability of those it serves. UMD’s strategic plan states that by 2022, UMD will have a focused identity that appropriately demonstrates the university’s distinctive strengths and makes clear the university’s high research achievements not common among its peers. The six goals of the plan are

1. Provide student-centered, high-quality curricular, co-curricular, and integrated living-learning undergraduate experiences focused on serving the Northland, Minnesota, the Midwest, and connecting to the world

2. Advance equity, diversity, inclusiveness and social justice within the campus community

3. Deliver high-quality graduate degree programs to foster students’ advanced academic and professional development Advance UMD’s regional, national, and international reputation for high-quality and impactful research, scholarly, and creative activities.

4. Advance UMD’s profile as an intentional and pivotal partner for Duluth, the Northland and Minnesota

5. Establish and maintain effective and sustainable operations across all areas of the institution.

The current strategic plan is located here: https://www.d.umn.edu/strategic-planning/strategic-plans

The Vice Chancellor for Finance and Operations will join the University in a critical time in its history, and strong communication skills for internal audiences, as well as the ability to advocate externally, are essential. UMD Chancellor Lendley Black has created a strong executive team, and the new VCFO should have the leadership characteristics to be a proactive, collaborative and strategic member of this team. In addition, the new VCFO should have the skills and experiences that will make them an effective partner and collaborator with University of Minnesota system leaders.

Additional information about Finance and Operations is located here:

Office of the Vice Chancellor for Finance and Operations https://www.d.umn.edu/finance-operations/

UMD Financial Information https://www.d.umn.edu/budget-analysis/
Accordingly, UMD seeks a new VCFO with these leadership experiences and characteristics:

- A commitment to ethical behavior, institutional transparency and accountability;
- Strong knowledge of finances, facilities, human resources, sustainability, and campus safety along with the ability to apply this knowledge in today’s higher education landscape;
- Evidence of a strong work ethic, being well organized, resourceful, effective, creative and efficient;
- A proven ability to be a creative and flexible problem-solver, able to use data and principle to align activities with strategic priorities, and willing to work at both strategic and detail levels;
- Experience with continuous quality improvement, and aligning programs and processes with a mission and strategic plan;
- Demonstrated ability to collaborate in development of a strategy and then to communicate its vision and oversee its implementation;
- Demonstrated success in leading and working with diverse communities and cultures, particularly in the areas of recruitment, teambuilding and conflict resolution;
- A record of dealing with complex issues and ability to make decisions and act;
- Ability to effectively accomplish work through others, particularly by leading, developing, and supporting the unit directors that report to the VCFO;
- A proven record of successfully developing and building both internal and external relationships with the public/private sectors and community;
- Experience advocating for campus sustainability practices and a working knowledge of the American College and University Presidents’ Climate Commitment;
- Ability to be energized by difficult challenges, able to solve complex problems, accurately glean meaning from data, and use multiple problem-solving tools and techniques; and
- Ability to be a quick study, add personal wisdom and experience and come to the best conclusion and solution, given the situation.
ESSENTIAL: THE SUCCESSFUL CANDIDATE MUST DEMONSTRATE THE FOLLOWING:

• Evidence of outstanding writing and oral communication skills and excellence and effectiveness in preparing written documents and reports and making presentations to a variety of groups, including senior management;

• A record of significant leadership experience in a complex organization

• An earned bachelor’s degree from an accredited university in finance, accounting, business management or related fields such as public administration.

• Demonstrated success in working with diverse people and promoting equity and diversity

PREFERRED: THESE QUALIFICATIONS ARE HIGHLY PREFERRED

• Proven success in executive leadership in the context of shared governance, collective bargaining, and collaborative decision-making, to promote the university, its programs, mission and strategic plan;

• A minimum of eight years of experience managing fiscal, human, and physical resources, to include a record of progressively responsible financial analysis and management experience;

• Experience in and commitment to sustainability programs and initiatives

• Successful leadership in a higher education setting; particularly in a multi-campus system.

• Experience working in a unionized environment with multiple bargaining units, preferably with involvement in contract management; and

• A master’s in business administration, Public Administration, Accounting, or related graduate degree.
UMD offers an attractive compensation and benefits package, commensurate with the successful candidate’s background and experience. The search is being assisted by Academic Search. Confidential conversations about the position can be obtained by contacting Senior Consultant Jessica Kozloff at jessica.kozloff@academicsearch.org.

Applicants should electronically send a curriculum vitae and a letter describing their interest in and qualifications for the position to UMDVCFO@academicsearch.org. The position will remain open until filled. For best consideration, completed application materials should be received by April 10, 2020.

Final candidates will be required to provide information regarding their affirmative action accomplishments. The hiring offer to the selected applicant will be contingent upon the successful completion of a background check. Those needing a reasonable accommodation for any part of the application and hiring process should contact the University of Minnesota Disability Resources at 218-726-6101.
ABOUT ACADEMIC SEARCH

Academic Search, Inc. is assisting University of Minnesota Duluth in this work. For more than four decades, Academic Search has offered executive search services exclusively to institutions of higher education. Academic Search was founded on the principle of strengthening higher education leadership through professional search services. We are the only search firm in the nation with a formal relationship to a premier leadership development program. As the subsidiary of the American Academic Leadership Institute (AALI), Academic Search provides substantial financial support to a number of leadership identification, development, and support programs across all sectors of public and private higher education. For more information, visit http://www.academicsearch.org/.

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