

SEARCH PROFILE:

VICE PRESIDENT FOR FINANCE AND
ADMINISTRATION



FREDONIA

STATE UNIVERSITY OF NEW YORK

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The State University of New York at Fredonia (SUNY Fredonia or Fredonia) invites inquiries, nominations, and applications for the position of Vice President for Finance and Administration (VPFA). The new VPFA is expected to assume office no later than January 2025.



ABOUT STATE UNIVERSITY OF NEW YORK FREDONIA

The State University of New York at Fredonia is a comprehensive, selective, public, residential, liberal arts university located in beautiful Western New York, just minutes from Lake Erie. Founded in 1826, the University is among the most storied in the State University of New York system and is the first in the SUNY system to be awarded the SUNY Shared Governance Award. Fredonia is home to over 60 majors and 50 minors in education, visual and performing arts, business, humanities, and the natural and social sciences. Fredonia is consistently ranked among the top public universities in the Northeast by such prestigious publications as *U.S. News and World Report* and the *Princeton Review*.

Fredonia is known for its strong academic programs, attractive architecture and grounds, rich campus life, and commitment to student engagement and success. The institution is focused on ensuring that all Fredonia students, utilizing knowledge developed through a broad range of intellectual experiences, will be:

- skilled (develop Intellectual and Applied Skills, Literacies and Knowledge).
- connected (engage Community and Diversity: Local Stewardship, Global Citizenship).
- creative (demonstrate Scholarship, Artistry, and Innovation).
- responsible (activate Sustainability, Ethics, Leadership, and Professionalism).



THE POSITION: VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

The Vice President for Finance and Administration is responsible for the strategic leadership over the University's fiscal management and Division of Finance and Administration. SUNY Fredonia is at a crucial period as we work to rebuild enrollment and align resources with strategic priorities. This requires strong leadership, vision, and oversight in these areas, in partnership with the executive leadership team, to ensure the University continues an upward trajectory during difficult economic times and secure a strong future for the institution. As a member of the President's Cabinet, the VPFA will be positioned to effect change and influence policies in this regard.

As a manager of crucial operations areas, the VPFA will provide leadership to the Finance and Administration team, including developing others to lead and partner with the Finance and Administration leadership team to find creative solutions regarding processes and staffing for efficiency and effectiveness, as well as succession planning. A deep understanding of the public sector/unions is also vital to success.

The Vice President for Finance and Administration leads a division in ensuring fiscal management and facilities management across the institution. In addition, the VPFA oversees the Faculty Student Association--the auxiliary services corporation with responsibility for food service, vending, and bookstore operations.

The Division of Finance and Administration currently consists of:

- University Accounting
- Purchasing
- Student Accounting
- Revenue Accounting
- Budget
- Payroll Services
- Environmental Health, Safety, and Sustainability
- Facilities Planning & Services
- Faculty Student Association (FSA)
- University Services
- Internal Control

Reporting to the President, the Vice President for Finance and Administration will:

- Serve as the Chief Financial Officer of SUNY Fredonia.
- Serve as the key advisor to the President on all matters related to SUNY Fredonia's budget as their primary job function.
- Support SUNY Fredonia's mission, vision, and values through effective structure, policies, and services to promote and sustain a culture of evidence, assessment, improvement, quality, and celebration of accomplishments.

THE POSITION: VICE PRESIDENT FOR FINANCE AND ADMINISTRATION (CONT.)

- Provide strategic vision and leadership for the Division of Finance & Administration to find creative solutions and new ideas within the parameters of a public/union environment.
- Provide oversight and stewardship of fiscal, university, and facilities resources.
- Supervise, support, mentor, and foster the professional development of staff in the Division of Finance & Administration and help identify succession planning solutions for long-term stability of the division. Must be comfortable with providing clear, in-person feedback and discussion.
- Ensure quality service from all departments in Finance & Administration.
- Promote a culture of data-informed assessment and evaluation of programs and services in the Division of Finance & Administration.
- Formulate and communicate short-term and long-range goals for the division that reflect the campus' strategic plan.
- Work collaboratively to implement Fredonia's multi-year Strategic Enrollment Management Plan.
- Coordinate the campus's capital master planning and energy master planning programs.
- Prioritize projects in consultation with campus leadership.
- Collaborate with University Advancement in fundraising efforts and on the campus capital campaign; advocate for state funding.
- Lead the division in efforts to increase diversity, equity, and inclusion among faculty, staff, and students.
- Represent the Finance & Administration Division and the campus at SUNY meetings and other events as requested by the President; work closely with SUNY System Finance, State University Construction Fund, SUNY Counsel, and University Audit Offices.
- Stay up-to-date in the fields of finance & administration.
- Promote the work of Finance & Administration across all campus divisions, in the system, and beyond; work effectively within the 64-campus SUNY system.
- Contribute to a vision of environmental sustainability and responsible environmental stewardship.
- Participate in committees and provide service to the department, college, university, and profession.
- Be aware of, understand, and follow all SUNY and university policies.
- Maintain confidentiality, as appropriate, according to law or policy, of information acquired in the work of the University.
- Work closely and proactively with the leadership of FSA to be innovative and entrepreneurial in providing the services sought by today's students; work closely and proactively with the leadership of FSA to position the organization for enhanced financial success.
- Perform other duties as assigned by the President.



QUALIFICATIONS

REQUIRED

An MBA or a master's degree in accounting, finance, business administration, management, or closely related area from a regionally accredited institution of higher education.

- Significant experience with long-range strategic financial and facilities planning in a complex organization.
- Significant knowledge and experience with creating financial models and forecasting that enhance strategic decision making.
- A demonstrated commitment to promote diversity, equity, and inclusion.
- Supervisory experience over a large and diverse team, including direct supervision and performance management (minimum 3 years).
- Significant experience (minimum 3 years) holding progressively responsible positions in finance & administration.

PREFERRED

Executive leadership experience in public higher education finance and budgeting, including implementing initiatives that contribute to the sustainability of a university.

- CPA designation.
- Experience with New York State and/or higher education budgetary processes and operational and accountability measures.
- Experience as an administrator in a public/union environment.
- Ability to provide financial modeling and forecasting.
- Demonstrated history of developing sustainable public-private partnerships.
- Demonstration of creativity, innovation, and entrepreneurship in revenue generation.
- Interest in, and commitment to, community engagement.

KNOWLEDGE, SKILLS & ABILITIES

- A keen understanding of the culture of a public regional university campus, a large state public higher education system, the practice of shared governance, and demonstrated experience in a public/unionized environment.
- An effective, balanced, and collaborative leadership style that combines a capacity for strategic vision with technical experience in financial management.

- Experience with reorganizing complex organizations to achieve optimum efficiency and organizational resilience.
- Experience as a supervisor of a large and diverse team, including professional development, coaching, and performance management.
- Evidence of effective interpersonal and communication skills, the ability to cultivate partnerships, and to work productively with diverse groups of faculty, students, staff and external constituents on complex issues.
- Provide service to the division, university, system, and profession via engagement with the Planning and Budget Committee, in Labor-Management Meetings, in SUNY meetings, and through other committees at the division, university, or system level.
- Adherence to strong ethical principles of financial management.
- Demonstrated commitment to working with diverse groups of faculty, staff, students, and constituents in support of campus and departmental mission.
- Demonstrated ability to manage change in a complex, diverse environment.
- Ability to work constructively and effectively with the University, community, system, and state officials.
- Ability to work collaboratively across divisions and foster a respectful and supportive work environment.
- Excellent communication, negotiation, conflict resolution, and team building skills; and
- Demonstrated commitment to the University, division, and profession.





APPLICATIONS, NOMINATIONS, AND SEARCH TIMELINE

Academic Search is partnering with SUNY Fredonia in this search. All inquiries, nominations, and applications will be held in strict confidence.

To learn more about this opportunity, potential applicants are welcome to schedule a confidential conversation with either of the Senior Consultants leading this search: Dr. Cynthia Patterson (cynthia.patterson@academicsearch.org) or Dr. Maria Thompson (maria.thompson@academicsearch.org). Please include a copy of your CV to inform the conversation.

APPLICATIONS

The priority deadline for applications is **Monday, July 22, 2024**. To apply, a candidate should submit (in 3 separate PDF attachments) to FredoniaVPFA@academicsearch.org:

1. a substantive cover letter that addresses the candidate's experience and qualifications for this particular position;
2. a full curriculum vitae (CV); and
3. a list of five professional references with full contact information (title, organization/institution, email address, phone number) and a brief note of the candidate's working relationship with each. References will not be contacted until later in the search process and only with the candidate's permission.

NOMINATIONS

Although nominations are not required to be considered for this position, leaders who know of outstanding candidates are welcome to submit confidential nominations to FredoniaVPFA@academicsearch.org. Please include the nominee's full name, title, institution/organization, and email address.

SEARCH TIMELINE

Although the priority deadline for applications is July 22, 2024, the position will remain open until filled. The search timeline plans for screening and interviews in Summer/Fall 2024, with an expected start date no later than January 2025.

SALARY RANGE AND ADDITIONAL INFORMATION

The salary range for this position is \$165,000 to \$185,000. This is a full-time, exempt, management confidential position.



REWARDS & BENEFITS AT SUNY FREDONIA

Competitive compensation plus comprehensive benefits plan including health, dental, and vision insurance and retirement plan options including a fixed pension plan or a 401(A) with generous employer contributions.

Paid leave provisions including vacation, sick, and holiday leave; educational benefits including partial tuition aid.

A rich array of services, programs and benefits to help employees advance in their career and enhance the quality of their personal life, including professional development programs and services, employee EAP and wellness programs, discounted membership to the on-campus fitness center, and access to the Campus and Community Child Care Center.

An Affirmative Action, Equal Opportunity Employer, Fredonia provides for, and promotes, equal opportunity employment, compensation, and other terms and conditions of employment, without discrimination. Pursuant to University policy, the University is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military

status, or domestic violence victim status. Employees, students, applicants or other members of the University community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely or retaliated against based upon a protected characteristic.

The University's policy is in accordance with federal and state laws and regulations prohibiting unlawful discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.

ABOUT ACADEMIC SEARCH

Academic Search is assisting State University of New York at Fredonia in this work. For more than four decades, Academic Search has offered executive search services to higher education institutions, associations, and related organizations. Academic Search was founded by higher education leaders on the principle that we provide the most value to partner institutions by combining best practices with our deep knowledge and experience. Our mission today is to enhance institutional capacity by providing outstanding executive recruitment services, executive coaching, and transition support, in partnership with our parent organization, the American Academic Leadership Institute.

