Vice President for Finance and Administration

(www.carlow.edu)

Carlow University seeks an experienced, entrepreneurial, and strategic leader to oversee all aspects of the finance, business, and auxiliary functions of the University. S/he will report directly to the President and will serve as a member of the President’s Cabinet. This position is the chief financial officer who provides leadership for and oversight of the University’s financial services, administrative and auxiliary services including food services and the bookstore, human resources, and facilities planning and management. S/he will work collaboratively with the University community to achieve the University’s goals in the context of its mission.

Primary Responsibilities (include, but are not limited to):

- Collaborates with other University leaders in developing and executing a broad vision and strategic plan for the University. Ensures institutional effectiveness in the leadership and formulation of strategic and operational goals in areas under the Vice President’s scope of responsibility.
- Build, lead, and inspire a highly productive and professional finance and administration team.
- Assumes responsibility for planning, implementing, and managing all financial-related activities of Carlow University to support and enhance the institution’s mission. This includes direct responsibility for overseeing all accounting, finance, budgeting, forecasting, strategic financial planning, cost benefit analysis, audit activities, financial reporting, facilities and property management, capital projects, contract and procurement analysis and negotiations, and debt financing and management.
- Provides leadership in the development and continuous evaluation of short and long-term strategic financial objectives and sound fiscal policy, including internal controls and risk management.
- Provides leadership in the development of models, tools and analysis to support institutional, divisional and programmatic decision-making; serves as the principal staff person responsible for the coordination, interpretation and analysis of financial information required by the President, Committees of the Board of Trustees, executive management, and for compliance with state and federal regulations.
- Oversees all investment and financing activity including the management of line of credit, endowment, investment accounts and loans with a strong commitment to stewardship of funds.
• Oversees the implementation of the campus master plan, space utilization studies, and environmental analysis, deferred maintenance, and sustainability initiatives.
• Oversees and negotiates contracts for auxiliary services, financial services, and plant operations including construction and renovation projects; serves as the primary liaison to legal service providers.
• Evaluates and negotiates the University’s insurance coverage and risk management services.
• Monitors and researches regulatory and legislative developments and opportunities affecting University operations, programs and costs; recommends changes to ensure fulfillment of all legal requirements; analyzes and recommends positions on pending legislative bills or local government imperatives which would seriously affect the finances of the University and its programs.

Required qualifications, skills and attributes include:

• A commitment to the mission of Carlow University and the values of a Catholic higher education.
• A master’s degree related to finance or administration and at least 5-8 years of progressively responsible management experience, preferably in higher education or a comparable setting.
• The ability to build and manage teams effectively. Experience and knowledge necessary to be an effective leader and supervisor for all operations listed in the scope of this position.
• Demonstrated experience in the application of technology to financial and administrative processes, and the use of technology to evaluate and improve operational efficiency.
• Planning, funding, and implementing capital projects.
• Outstanding integrity and organizational, communication, and interpersonal skills.
• Demonstrated record as a strong, collaborative leader with the ability to think analytically and creatively in support of the University’s core values and vision.
• Demonstrated commitment to serving a diverse community, fostering an inclusive environment where everyone is valued and respected, and an ability to connect with the academic community at all levels.

About Carlow University

Founded by the Sisters of Mercy in 1929, Carlow University is a Roman Catholic, master’s comprehensive institution grounded in the liberal arts, engaging its diverse
community in a process of life-long learning, scholarship, and research. Guided by a new strategic plan that builds on the institution’s strong heritage and history of innovation, Carlow University’s vision is to be a preeminent, innovative, Catholic university, renowned for providing transformational learning experiences in which students realize their full potential and become career-ready ethical leaders committed to a just and merciful world. Please visit http://carlow.edu/Strategic_Plan.aspx to review Carlow’s strategic plan.

About Oakland, PA

Carlow University is located in the Oakland neighborhood of Pittsburgh and it is the academic, cultural, and healthcare center of the city. Oakland is Pennsylvania’s third largest "Downtown". The neighborhood is urban and diverse and is home to several universities, museums, and hospitals, as well as an abundance of shopping, restaurants, and students. Carlow is just 10 minutes from downtown Pittsburgh. The metropolitan center of Western Pennsylvania and one of the country’s largest corporate headquarters.

Carlow University is being assisted by the partners of Hyatt-Fennell. Submit materials to: Cheryl Hyatt at carlowvpfa@hyatt-fennell.com. Applications include a letter of interest, a current résumé, and complete contact information for five professional references. **Deadline for applications is December 7, 2015.** Applications will be reviewed as they are received and the search will remain open until the position is filled. All applications and nominations will be considered highly confidential. Women, minorities, individuals with disabilities and veterans are encouraged to apply.

carlowvpfa@hyatt-fennell.com

www.HYATT-FENNELL.com

724-242-0476

Carlow University is an Affirmative Action/Equal Opportunity employer by choice. We value diversity and we are committed to the recruitment of underrepresented groups.