

Chief Business and Finance Officer/ VP (CBFO)



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SAINT JOSEPH'S
COLLEGE

*Saint Joseph's College (Standish, ME)
is accepting applications for the position of Chief Business and Finance Officer/VP (CBFO)*



Mission: Rooted in and professing fidelity to the teaching of Jesus Christ and the doctrines and heritage of the Roman Catholic Church, Saint Joseph's College, sponsored by the Sisters of Mercy, is a liberal arts college that nurtures intellectual, spiritual, and social growth in students of all ages and all faiths within a value-centered environment.

The values of the College, rooted in the teachings of Jesus Christ and in the heritage of the Sisters of Mercy, are the foundation for the College's educational mission. Taken to heart, these values exist at our very core; they are made visible in our daily interactions. Through a process of discernment based on dialogue and reflection, we designate the following as the Core Values for our College.

Community

Integrity

Compassion

Justice

Excellence

Respect

Faith

Saint Joseph's, a Catholic, coeducational liberal arts college founded on a foundation of faith and academic excellence has been empowering learners in the Mercy Tradition since 1912. Today, it is Maine's only Catholic college. Located along the shore of beautiful Sebago Lake in Standish, Maine, Saint Joseph's College is just 18 miles from Portland, Maine's largest city and two hours north of Boston. Saint Joseph's grants degrees in fulfillment of the educational ideals of the Sisters of Mercy, founded by Catherine McAuley in Dublin, Ireland, in 1831.

The college's campus enrollment is approximately 1,000 students and approximately 2,400 students enrolled in online programs. The College began offering distance education programs in 1976. Today, Saint Joseph's College provides certificates as well as undergraduate and advanced degrees for working adults through an online learning program that operates in collaboration with the College's Sebago Lake campus.



The Chief Business and Finance Officer/ VP (CBFO) serves as the principle advisor to the President on the business and financial operations of the College and prepares financial analysis and budgetary reports for the President and Board of Trustees, as well as develops strategic financial and facility service plans. As the CBFO and Treasurer of the College, the incumbent must be a good steward of the resources of the institution by ensuring the financial health of the College through effective leadership, collaboration, direction and oversight to the College's financial operations; performing a key role for the ongoing development of the College's strategic plan; providing direction for the growth of non-tuition revenue; delivering direction and oversight to the growth and management of the physical plant; providing supervision and direction to the position's direct reports.

The CBFO serves as a member of the leadership team and as an administrative liaison for the Finance, Audit, and College Environment Committees of the Board of Trustees. This position is responsible for the Offices of Finance and Facilities Management.



The CBFO insures the financial health of the College through effective leadership, collaboration, direction and oversight to the College's financial operations by:

- Assisting the College to achieve the strategic goal of being financially sound and serving as a key partner in the strategic work of enhancing and diversifying the College's revenue streams;
- Lead the business and financial planning functions to achieve strong operating results and a stable capital financing plan;
- Guiding the College's investments, endowment and contracted insurance and ensuring that appropriate insurances are purchased;
- Monitoring controls are in place and overseeing compliance and risk management;
- Directing all financial accounting and financial reporting with the assistance of the Controller;
- Developing reporting systems and processes to inform College leadership about the financial impacts of decisions;
- Preparing financial forecasts and ensuring positive cash flows;
- Providing continuous analysis and improvement with the annual operating and capital budgets, and the operational systems;
- Managing long-term debt, including requests for new issues;
- Ensuring annual audits are conducted, all tax returns prepared and appropriate reports filed;
- Reviewing the status of student accounts receivable with the designated staff, as needed; and,
- Overseeing grant administration and reporting while proactively ensuring departments are adhering to grant funding requirements.



The CBFO performs a key role for the ongoing development of the College's strategic plan by:

- Facilitating the financial analysis, business planning and leadership of the College's resources to facilitate and support its mission and strategic plan;
- Ensuring that each major division has a sustainable business plan that supports the near, mid and long term goals of our learning community and that aligns with the College's business plan, for which the CBFO is primarily responsible;
- Preparing the strategic financial model and multi-year budgets and ensuring integration with the strategic plan;
- Continuously monitoring the higher education landscape for financial risks and opportunities and interpreting their implications for the College;
- Strategically managing the resource constraints inherent in a nonprofit tuition driven institution;
- Demonstrating competence in transparent communication of strategic financial matters to key institutional stakeholders.

The CBFO provides direction for the growth of non-tuition revenue by:

- Exploring opportunities for non-tuition revenue growth;
- Seeking mission aligned revenue opportunities that are beyond the traditional sources;
- Continuous exploration of additional revenue sources.

The CBFO delivers direction and oversight to the growth and management of the physical plant by:

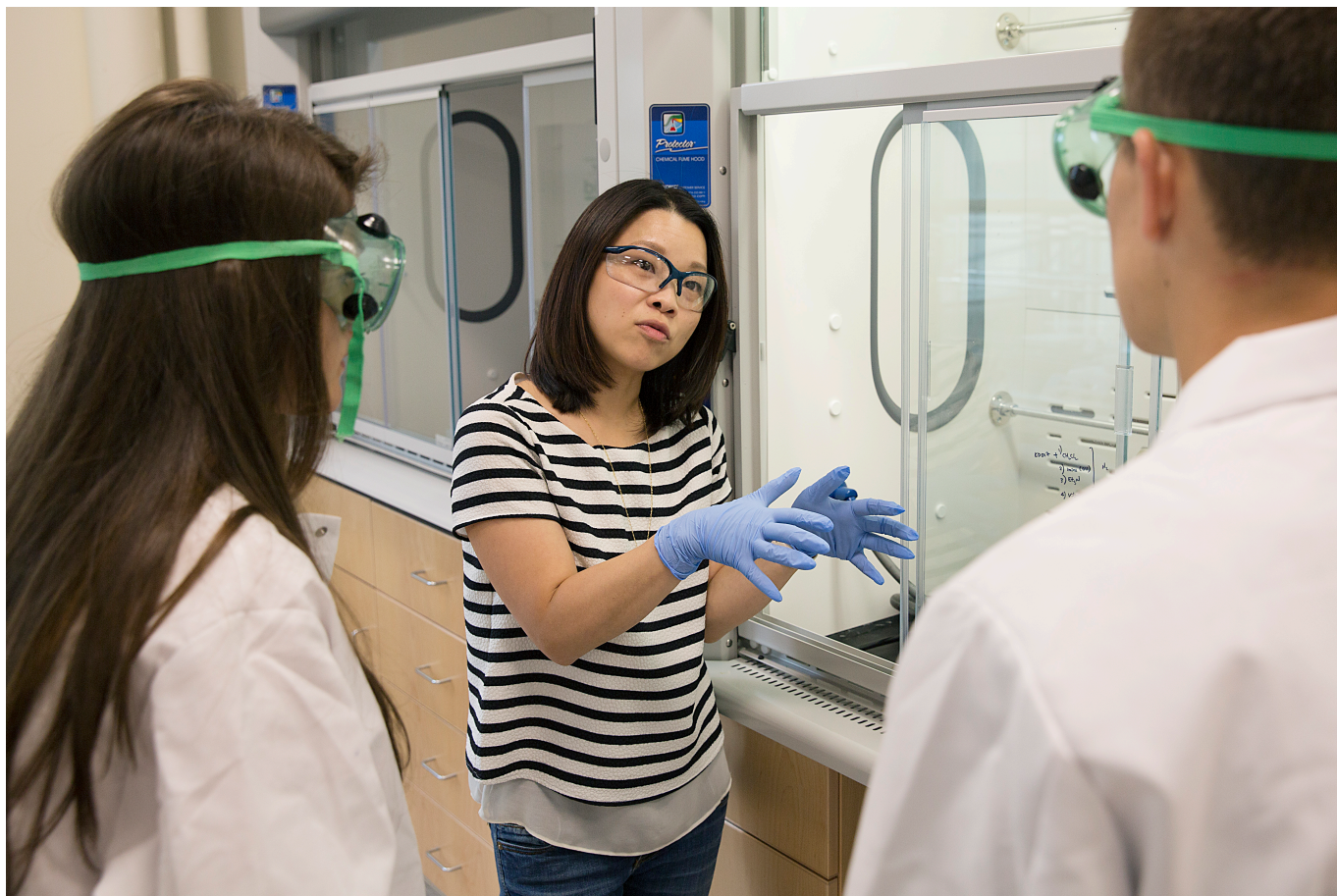
- Overseeing facilities management department;
- Coordinating the planning and implementation of all building construction, renovation and repair projects;
- Providing direction to the College's capital projects including fiscal and contractual management and aligned with the strategic plan;
- Representing the College before local permitting authorities.

The CBFO provides supervision and direction to the position's direct reports by:

- Meeting regularly with direct reports and their teams to provide guidance, coaching and remain informed;
- Conducting ongoing performance assessments to improve the overall efficiency of the team and individual performance;
- Role-modeling for team members the essential behavior and qualities for success.

KNOWLEDGE, SKILLS & ABILITIES:

- A proven track record of success in business and financial operations and budget modeling and forecasting;
- Hands on experience in developing and executing strategic financial and institutional planning;
- An understanding of endowment and investing strategies;
- Knowledge of fund accounting; management information systems; and previous work experience with rating agencies and auditors;
- Ability to manage multiple priorities;
- Ability to anticipate and apply ingenuity and creativity to a variety of situations;
- Ability to make decisions under conditions of uncertainty;
- Ability to commit to and foster the College Core Values in all aspects of business and finance operations;
- Ability to be a strong advocate for the College's efforts in the areas of sustainability, equity; and inclusion;
- Ability to scan the environment for critical relevant information
- Tolerates work related stress effectively and maintains self-control/professionalism.
- Strong interpersonal and communications skills, including writing, speaking and listening;
- An appreciation for, and commitment to the College's Catholic liberal arts orientation to education;
- An appreciation for and commitment to the College's work in the area of Sustainability including the achievement of the goals of the Climate Action Plan;
- Comfortable in the dynamic and evolving environment of contemporary higher education;
- The personal qualities of trustworthiness, openness, kindness, flexibility, and a sense of humor.



The Chief Business & Finance Officer and Vice President will be a creative, strategic, collegial and entrepreneurial administrator who values transparency and shared governance and who possesses these qualifications:

- A minimum of ten years of progressively responsible financial leadership and management experience
- Experience in higher education is not required although helpful
- Demonstrated experience and success in the areas overseeing:
 - treasury functions
 - financial reporting
 - annual and strategic budgeting
 - long-term and endowment investments
 - real estate development
 - long term debt management
 - risk management
 - new business development including public private partnerships
- A Master's degree (preferred)
- Certified Public Accountant (CPA) designation a plus

Application Procedure

Deadline: May 31, 2019

Applications and nominations should be submitted electronically to:

Cheryl Hyatt

SJCME@hyatt-fennell.com

Applications should include a Microsoft Word attachment or PDF including the following:

A cover letter

Current resume

Contact information for five professional references

Nominations should include:

Name of nominee

Current contact information

All applications and nominations will be considered highly confidential.

For additional information contact:

Cheryl Hyatt

chyatt@hyatt-fennell.com

724-242-0476

Saint Joseph's College is an EEO employer.