VICE PRESIDENT OF FINANCE AND ADMINISTRATION

Founded in 1890, Whitworth has been consistently ranked among the top regional colleges and universities in the West. In its strong liberal arts undergraduate and graduate programs, Whitworth unites a robust commitment to Christian mission and service, academic rigor, and care for students. A community of Christian scholars carries out the university’s mission “to provide its diverse student body an education of the mind and heart” to enable students “to honor God, follow Christ, and serve humanity.”

Whitworth University invites nominations and applications for the position of vice president of finance & administration.

FUNCTION:
Reporting to the President, the Vice President of Finance and Administration (VPFA) provides overall financial and operational leadership for the institution in collaboration with the President, the President’s Cabinet, and various board committees. Departments reporting to the VPFA include business affairs, risk management, human resources, facilities services, and information systems. Final responsibilities for the position will depend in part upon the strengths of the person hired and the changing needs of the university. The position currently includes the following responsibilities:

ESSENTIAL RESPONSIBILITIES:
A. Provides Financial Leadership
   • Serves the university as its Chief Financial Officer. Provides administrative leadership and support for the board’s Finance and Administration, Buildings and Grounds, Endowment, and Audit Committees.
   • Works with external financial advisors (investment managers, bankers, bond underwriters, rating agencies, etc.) to guide and strengthen the financial position of the institution.
   • Provides leadership for setting the financial goals of the institution in support of the Whitworth 2021 vision and strategic plan. Oversees process for developing, monitoring and reporting on annual operating and capital budgets. Supports campus administrators in successful administration of department budgets.
   • Invests, manages, and reports on all invested financial assets at the direction of and in collaboration with the Endowment Committee and consistent with the board’s adopted investment policies.
   • Serves as officer and board member of the Whitworth Foundation, with significant responsibilities for investment and management of assets held in trust.
   • Serves as the enterprise risk manager for the institution, providing policies and procedures to protect and/or insure the physical and fiscal assets of the university.

B. Oversees Administrative Operations of the Institution
   • Supervises the Associate Vice President of Finance and Administration to support budget and accounting management, student accounts, accounts payable, and payroll functions of the university. Oversees debt service procedures, audit relationships, and credit rating and banking relationships.
   • Supervises the Director of Facilities Services to enhance and maintain the physical resources of the campus, including both buildings and grounds.
• Supervises the risk management function of the university; responsible for campus safety to protect life and property. Directs the university’s enterprise risk management functions and chairs the Executive Safety Committee.
• Provides long-range leadership in master planning and property acquisition for ongoing campus development.
• Supervises the Chief Information Officer/Director of Information Systems to meet the academic and administrative technology needs of the university.
• Supervises the Associate Vice President of Human Resource Services to recruit, retain and recognize faculty and staff to achieve the mission of the institution.
• Monitors, manages and plans the operations of the bookstore contractor and store services and functions.
• Monitors, manages and plans the operations of the foodservice contract in collaboration with the leadership in the Student Life Division and the provider.

C. Provides Leadership and General Administration of the Institution
• Provides institutional leadership as a member of the President’s Cabinet. Advises the President and Vice Presidents regarding how to apply the university’s resources to achieve its strategic goals and support the overall mission of the institution.
• Assists the President with other administrative responsibilities as needed and requested to assure proper support of the educational mission and goals of the university.

QUALIFICATIONS, SKILLS AND ABILITIES:
The ideal candidate will have a master’s degree in business or administration, or an earned doctorate in a closely related field; demonstrated successful experience in management at a senior administrative level; administrative experience in education, ideally, or in another not-for-profit environment; effective interpersonal skills across a wide group of constituents, both internal and external; proven supervisory experience and ability to lead and support a diverse administrative team; demonstrated creative, innovative problem-solving skills; ability to model and support a strong service orientation in all aspects of campus operations; successful experience in providing institution-wide leadership in budget development and budget management; knowledge of investment markets with experience in financial asset management and public finance arenas; knowledge of insurance industry with experience in risk management; knowledge of and successful experience with information technology; successful experience in human resource management; excellent oral and written communication skills; a personal commitment to the Christian faith and to the integration of faith and learning; demonstrated awareness and commitment to effectively establishing relationships and positive communications across multiple dimensions of diversity including, but not limited to race, gender, physical limitations, class or religious perspectives; an active commitment to equal opportunity; and a commitment to the educational mission of Whitworth University as a Christian liberal arts institution affiliated with the Presbyterian church; credit and criminal background checks required.

For More Information on Whitworth please see the links below:

President's Welcome

Whitworth 2021 Courage at the Crossroads
**APPLICATION PROCESS:**
The following documents in PDF format are required to complete the online application form at [www.whitworth.edu/jobs](http://www.whitworth.edu/jobs):

1) A letter of interest that relates your education and experience to the qualifications of the position described in this position description.
2) Résumé
3) The names, addresses, telephone numbers and email addresses of three academic/professional references.
4) A one-page document describing your personal commitment to the Christian faith.

Please direct questions about the position to the Associate VP of Human Resources, Dolores Humiston at [dhumiston@whitworth.edu](mailto:dhumiston@whitworth.edu). Please direct questions about the application process to Elise Forman, Employment Manager at [eforman@whitworth.edu](mailto:eforman@whitworth.edu).

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our commitment to building a diverse community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.