

DUTCHESS COMMUNITY COLLEGE

Vice President for Finance and Administration

Dutchess Community College (DCC), part of the State University of New York, the largest comprehensive public higher education system in the country, welcomes applications and nominations for the position of **Vice President for Finance and Administration (VPFA)**. This position is integral to the institution as it looks to the future of information technology in the classroom and across the College. Guided by a clear set of shared goals outlined in the [2023-2028 Strategic Plan](#), developed in collaboration with both internal and external stakeholders, DCC is positioned to be the hub of learning and opportunity for its community. Additionally, the institution has embarked on a ten-year facilities and academic master plan and is slated to invest over \$160M over that timeframe. Over the last two years, enrollment has increased by 4%. The College seeks an entrepreneurial Vice President who is eager to support the institution's values of excellence, engagement, equity, collaboration, and innovation, and who is passionate about engaging the DCC community.

The Position: The Vice President for Finance and Administration directly reports to the President, is a member of the President's executive leadership team, and is responsible for leading the College's finances and operations. The VPFA provides oversight and accountability of DCC's financial resources, the management and care of information systems and facilities using best practices, and research and collaboration with higher education and industry colleagues. The Vice President develops and manages a \$60MM budget, directly supervises six staff, including three Associate Vice Presidents, and oversees a total of 138 staff in the areas of Finance and Budget, Facilities, Safety and Security, and Information Technology.

The Vice President works closely with the President to develop financial models, benchmarks, and standards against which fiscal decisions are made; develops, tests, and implements comprehensive, multi-year financial models through detailed analysis and projections to support the College's strategic plan and guide strategic and evidence-based decision-making; is responsible for comprehensively managing the fiscal operations of the DCC Foundation and Association; and ensures that proper accounting standards and financial controls are in place.

The Vice President ensures that the College's operations meet state and federal compliance regulations and is responsible for the upkeep and regular maintenance of the institution's capital assets. The Vice President also demonstrates familiarity with information technology systems and networks, major construction, renovation, and maintenance programs, as well as an understanding of facilities management, capital construction, real estate development, campus master planning, local regulations, and business operations.

The Institution: Dutchess Community College enrolls approximately 2,700 full-time and 4,000 part-time students with a 20:1 student-faculty ratio. DCC, which has one of the lowest tuition rates in the state, awards A.S., A.A., and A.A.S. degrees, microcredential and other certificates through more than 60 programs in an enriching, student-centered environment. The College offers quality and value for students interested in starting a four-year degree at an acclaimed two-year school as well as those pursuing a career track. DCC offers one of the best educational values of any college or university in the state: \$2,500 per semester for full-time resident New York State students. One-third of college-bound Dutchess County public high school graduates attend DCC and students who graduate in the top 10% of their Dutchess County high school may attend DCC tuition-free through the Charles and Mabel Conklin Scholarship for Academic Excellence.

Dutchess Community College's main campus is situated on 130 acres in Poughkeepsie, NY. The College prides itself in creating a lively, engaging, collaborative community that fosters personal and academic growth. DCC has been recognized for its beautiful campus, unique interior and exterior artwork installations, and impressive teaching and learning initiatives. The campus consists of eleven buildings with amenities for student comfort and convenience. Facilities include two television studios for communications students, a nursing laboratory, a 3D printing space, and a day care center and nursery school that provide field training for early education students. Additional facilities include the Ritz library, student lounge, dining hall, art gallery, theatre, gym, fitness center, and a 472-bed suite-style residence hall that offers a living and learning community for those seeking an on-campus housing experience.

In addition to the Poughkeepsie campus, DCC has three other locations – DCC @ Fishkill, DCC @ HVR Airport, and DCC @ the Partnership.

- DCC @ Fishkill, opened in 2021 and located at the intersection of Route 9 and Interstate 84, is a 47,000-square-foot state-of-the-art learning environment. The cutting-edge location features a computational multi-purpose design lab, science labs, flexible office spaces, and digitally equipped “smart” classrooms.
- DCC @ HVR Airport, the College's aviation education center, also opened in 2021 and is home to the College's pilot, aviation maintenance, and aviation management programs. Located on the grounds of Hudson Valley Regional Airport in Wappingers Falls, the 31,800-square-foot center features advanced aircraft simulators, experiential and teaching laboratory hangars, and ample classroom space.
- DCC @ the Partnership, opened in 2016 and located at the Family Partnership Center in the City of Poughkeepsie, provides convenient community access to essential programs and services including English as a Second Language classes and High School Equivalency programs, as well as information and guidance to those interested in the College.

DCC was the first college in the state to offer a comprehensive, jointly registered transfer program in teacher education (with SUNY New Paltz), covering birth through twelfth grade. The Falcons baseball team is the first community college team ever to go to the Division III World Championships for three years in a row. For more information, please visit www.sunydutchess.edu/aboutdcc.

Qualifications: The College encourages applications from candidates who are strongly committed to its mission, who will serve with the highest degree of integrity and professionalism, and who possess an entrepreneurial spirit and approach to finance and administration. Additionally, the ideal candidate may possess the following experiences and qualities:

- Strong planning orientation with the ability to serve as a strategic partner and advisor to the President as well as work collaboratively with other leaders on the team and the Board of Trustees
- Knowledge of relevant financial models, financial analysis, as well as performance measures and metrics to understand complex fiscal projects that inform decision-making
- Experience with strategic planning, budget analysis, campus operations, and policy development
- Experience in building, leading, and creating an inclusive environment, with a track record of positive outcomes in the areas of diversity, equity, and inclusion
- Knowledge and experience with state, federal, and annual auditing procedures as well as applicable laws
- Demonstrated success supervising and managing key service units
- Progressive responsibility resulting in high-level financial leadership in a complex organization
- **A bachelor's degree from an accredited institution is required.**

Other preferred qualifications include a CPA license, experience with financial software, experience in higher education, local government, and/or not-for-profit organizations, and a master's degree from an accredited institution.

Location: Dutchess Community College is located in Poughkeepsie, at the center of New York's beautiful and historic Hudson River Valley. Just 90 miles south of Albany and 80 miles north of Manhattan, the area is renowned for historic landmarks – including the home and museum of Franklin Delano Roosevelt, Eleanor Roosevelt's Val-Kill retreat, and the Samuel Morse estate. The region also features scenic hiking and biking trails including the Walkway over the Hudson, restaurants, festivals, and educational institutions including Vassar College, Marist College, SUNY New Paltz, and the Culinary Institute of America. DCC is close to the majestic Hudson River and easily accessible by Metro-North and Amtrak train service. Shopping malls, movie theaters, an ice-skating rink, and other recreational activities are within a short drive. For more information, please visit www.cityofpoughkeepsie.com.

Salary Range and Benefits: The salary range is \$160,000-\$178,000. DCC offers a competitive benefits package, adding an additional 30% to the successful candidate's base salary. This generous package includes medical, dental and vision, retirement options, paid leave, group life insurance, and employee assistance programs.

Application: Candidates should submit only a cover letter and resume to RPA Inc. at DutchessVPFA@rpainc.org. For a confidential discussion about this opportunity or to make a nomination, please contact Isaac Karaffa, Vice President and Senior Consultant, or Dana John Cohick, President, at the email address listed above. The review of candidates will begin on January 31, 2025.

Dutchess Community College is an AA/EOE employer. As part of the State University of New York (SUNY), in its continuing effort to seek equity in education and employment, and in support of federal and state anti-discrimination legislation, has adopted a policy to provide an educational and employment environment free from unlawful discrimination on the basis of race, color, national origin, religion, creed, age, sex, sexual orientation, disability, gender identity, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.



www.rpainc.org